LEARN24.DC.GOV

Grantee Guidance

October 2020

Table of Contents

Learn24

Learn24 is the name for the network that supports equitable access to high-quality, out-of-school time (OST) programs for children and youth that reside in Washington, DC. Learn24 supports coordination among nonprofit organizations and District government agencies through targeted grant-making, data collection, evaluation, and through the provision of training, capacity building, and technical assistance to OST providers.

The Office of Out of School Time Grants and Youth Outcomes (OST Office) located in the Office of the Deputy Mayor for Education, stewards the Learn24 brand to bring awareness of the OST Office, The Institute for Youth Development, Commission on Out of School Time Grants and Youth Outcomes, higher education partners, District agencies, philanthropic partners, and the hundreds of nonprofits and schools that offer programs to children and youth outside the school day. OST programming is defined as a structured, supervised learning, or youth development opportunity offered to District children and youth before school, after school, on weekends, or during seasonal school breaks.[1]

Grants are awarded in a manner consistent with the Commission's strategic plan for out-of-school-time programs and funding with particular attention to the strategic plan's goals and priorities for at-risk students, geographic distribution of out-of-school-time programs, funding, and program quality.

This handbook is to assist Grantees maintain compliance related to the OST Office grants program.

The General Compliance Requirements are:

- Implement the service and content as described in the grant application and in the Addendum of the Grant Agreement
- Keep proper and relevant records of finances related to the grant and the program funded
- Submit complete and accurate reports on or before the deadlines
- Submit revision requests for any fiscal or programmatic change and do not implement revision without approval
- Meet the service hours described within the timeframe described
- Conduct a program quality assessment, if required
- Collect enrollment forms with FERPA and SAYO Consent
- Track attendance and enrollment via a Learn24 Database called Cityspan
- Support the survey collection for students in fourth grade and above
- Provide intentional program planning through lesson plans or syllabi that align to the logic model in the grant application
- Ensure student to teacher ratio of 15:1, when appropriate
- Notify the OST Office of changes in grant and database administrator
- Notify the OST Office of incidents that occur during the program
- Ensure adults receive four background checks that are completed and personnel are suitable to work directly with youth
- Ensure any adult without clearances are supervised by an adult that is suitable to work with youth

[1] As defined by the Office of Out-of-School Time Grants and Youth Outcomes Establishment Act of 2016.

Compliance Monitoring

Monitoring may be conducted via desktop and/or in-person site visits at any time during the grant period.

The Grants Manager will conduct the administrative or fiscal site visit.

Any OST Office staff or trainer may conduct the programmatic site visit. At least one (1) site visit will be scheduled in advanced but unscheduled programmatic visits are possible throughout the grant period.

Administrative Compliance Site Visit Tool

LEARN 24

Administrative Compliance

Grantee name ______________________________ Date: ____________

Item	Completed	Notes
Learn24 logo on website	☐ Yes (5 pts) ☐ No (0 pts)	
Bully Prevention Policy	☐ Yes (5 pts) ☐ No (0 pts)	
FERPA Consent	☐ Yes (5 pts) ☐ No (0 pts)	
SAYO-Y Consent (if applicable)	n/a	
SAYO-Y Collection (if applicable)	n/a	
Attend Mandatory Meetings	☐ Yes (5 pts) ☐ No (0 pts)	
Mid-Year Report received on time?	☐ Yes (5 pts) ☐ No (0 pts)	
Personnel and participant files are secured (online and hard copy)	☐ Yes (5 pts) ☐ Partial (2 pts) ☐ No (0 pts)	
Invoices submitted via vendor portal on time and accurate	☐ Yes (5 pts) ☐ Partial (2 pts) ☐ No (0 pts)	
Supporting documents for invoices (Staff time, MOU, agreements, contracts, receipts, invoices, statements, etc.)	☐ Yes (5 pts) ☐ Partial (2 pts) ☐ No (0 pts)	
Budget use to date aligned to approved budget, plans to expend/return funds, or budget modification.	☐ Yes (5 pts) ☐ Partial (2 pts) ☐ No (0 pts)	
Certificate of Insurance		
General Liability $1m occurrence/$2m aggregate	☐ Yes (5 pts) ☐ No (0 pts)	
Automobile $1m occurrence	☐ Yes (5 pts) ☐ No (0 pts)	
Workers Compensation	☐ Yes (5 pts) ☐ No (0 pts)	
Employer's Liability $500,000 per/accident injury/disease/disease limit	☐ Yes (5 pts) ☐ No (0 pts)	
Cyber Liability $2m occurrence & aggregate	☐ Yes (5 pts) ☐ No (0 pts)	
Professional Liability $1m occurrence/$2m aggregate	☐ Yes (5 pts) ☐ No (0 pts)	
Sexual/Physical Abuse & Molestation $1m occurrence/$2m aggregate	☐ Yes (5 pts) ☐ No (0 pts)	
Commercial Umbrella $5m occurrence & aggregate	☐ Yes (5 pts) ☐ No (0 pts)	
Total Points		

Ask the grantee the following:

a. Has there been any personnel changes related to the grant?
b. Is the grantee undergoing any federal audits?
c. Has there been any programming incident reports we should know about?

Internal use only

Monitor Name ______________________________ Site Visit Date: ______________

Debrief Date: ______________________________ Email Date: ______________

LEARN 24

Site Visit Form B

Grantee Name ______________________________ Site/Program Name ______________________

1. Confirm the date, time, how to enter the facilities/classroom, and primary contact on the site visit.
2. Request copies of attendance sign-in sheets.
3. Review Cityspan for completeness:

Item	Completed	Notes
Organization information	☐ Yes (2 pts) ☐ No (0 pts)	
Website information	☐ Yes (2 pts) ☐ No (0 pts)	
Program description	☐ Yes (2 pts) ☐ No (0 pts)	
Profile of youth served	☐ Yes (2 pts) ☐ No (0 pts)	
Program locations	☐ Yes (2 pts) ☐ No (0 pts)	
Participant information (name, DOB, school name, grade, gender, zip code, race, and ethnicity.)	☐ Yes (10 pts) ☐ partial entry (5 pts) ☐ None entered (0 pts)	
Participant attendance entered monthly	☐ Yes (10 pts) ☐ partial entry (5 pts) ☐ None entered (0 pts)	
Participant attendance entered accurately	☐ All (10 pts) ☐ Some (5 pts) ☐ None (0 pts)	
Staff clearances	☐ Complete (10 pts) ☐ Some complete (5 pts) ☐ None entered (0 pts)	
Cityspan subtotal	/50	

4. Score site visit and schedule the debrief.

Site Visit Section Score	Points
Cityspan subtotal	
Staff subtotal	
Program Quality Observation Score	
Page 2 subtotal	
Page 3 subtotal	
Page 4 subtotal	
Program Site Visit Total Score	**/166**

Internal use only | Monitor Name ______________________________ Site Visit Date: ______________

Debrief Date: ______________________________ Email Date: ______________

Staff Information

Names of Adults on Site					
CPR personnel on site?	☐ Yes (2 pts) ☐ No (0 pts)	Name of Mandated Reporter (2 pts, if known)			
Incident reports to OST?					
No. Youth on Site		No. Adults on Site		Meets ratio requirement	☐ Yes (2 pts) ☐ No (0 pts)

Staff subtotal =

Program Information

Ages of Children Observed	☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ 13 ☐ 14 ☐ 15 ☐ 16 ☐ 17 ☐ 18 ☐ Students over 18 – verify grade
Social distancing or virtual safety protocols observed, or procedures received.	

Program Quality: Safe Environment

A. Emotional Safety: Psychological and emotional safety is promoted			
☐ N/A	☐ 1: The emotional climate of the session is predominately negative (e.g., disrespectful, tense, exclusive, even angry or hostile); negative behaviors, such as rudeness, bragging, insults, "trash talking," negative gestures or other such actions are not mediated by either children or staff.	☐ 3: The emotional climate of the session is neutral or characterized by both positive and negative behaviors	☐ 5: The emotional climate of the session is predominately positive (e.g., mutually respectful, relaxed, supportive; characterized by teamwork, camaraderie, inclusiveness, and an absence of negative behaviors). Any playful negative behaviors (not considered offensive by parties involved) are mediated (countered, curtailed, defused) by staff or children.
☐ N/A	☐ 1: Comments or slurs intended to hurt someone who is present explicitly indicate religious, ethic, class, gender, ability, appearance or sexual orientation bias(es).	☐ 3: There is evidence (e.g.,) comments or slurs) of religious, ethnic, class, gender, ability, appearance or sexual orientation bias, but comments are not directed at anyone present.	☐ 5: There is no evidence of bias; rather, there is mutual respect for and inclusion of others of different religion, race/ethnicity, class, gender or sexual orientation.
B. Warm Welcome: Staff provides a welcoming atmosphere			
☐ N/A	☐ 1: No children are greeted by staff as they arrive or at the start of the session.	☐ 3: Some children are greeted by staff as they arrive at the start of the session.	☐ 5: All children are greeted by staff as they arrive or at the start of the session.
☐ N/A	☐ 1: Staff mainly uses a negative tone of voice and disrespectful language.	☐ 3: Staff sometimes uses a negative tone of voice and disrespectful language and sometimes uses a warm tone of voice and respectful language.	☐ 5: Staff mainly uses a warm tone of voice and respectful language.

Page 2 subtotal =

Program Quality: Supportive Environment

C. Session Flow: Session flow is planned, presented, and paced for children			
☐ N/A	☐ 1: Staff does not start or end session within 10 minutes of scheduled time.	☐ 3: Staff either starts or ends session within 10 minutes of scheduled time (but not both).	☐ 5: Staff starts and ends session within 10 minutes of scheduled time.
☐ N/A	☐ 1: Staff does not explain any activities clearly.	☐ 3: Staff explains some activities clearly.	☐ 5: Staff explains all activities clearly (e.g., children appear to understand directions; sequence of events and purpose are clear).
☐ N/A	☐ 1: There is not an appropriate amount of time for more than one activity.	☐ 3: There is an appropriate amount of time for all but one activity (e.g., for one activity, most children either do not finish or finish early with nothing to do).	☐ 5: There is an appropriate amount of time for all of the activities (e.g., children do not appear rushed; most children generally finish activities; most children do not finish significantly early with nothing planned to do).
D. Active Engagement: Activities support active engagement			
☐ N/A	☐ 1: The activities provide no opportunities for children to engage with materials or ideas; activities mostly are waiting, listening, watching and repeating.	☐ 3: The activities provide opportunities for children to engage with materials or ideas for less than half of the time.	☐ 5: The activities involve children in engaging with (creating, combing, reforming) materials or ideas (e.g., role play, projects, experiments, writing and illustrating stories, outside explorations) for at least half of the time.
E. Skill Building: Staff supports youth in building skills			
☐ N/A	☐ 1: Staff never mentions a specific learning or skill-building focus for the session or activity (e.g., objective, learning target, goal).	☐ 3: Staff tells children a specific learning or skill-building focus for the session or activity (e.g., objective, learning target, goal) and the focus is clearly linked to the activity (e.g., students do activity related to focus, language from focus is described in activity).	☐ 5: Staff tells children a specific learning or skill-building focus for the session or activity (e.g., objective, learning target, goal) and the focus is clearly linked to the activity (e.g., students do activity related to focus, language from focus is described in activity).
☐ N/A	☐ 1: Staff does not encourage children to try skills or attempt higher levels of performance.	☐ 3: Staff encourages some children to try skills or attempts higher levels of performance.	☐ 5: Staff encourages all children to try skills or attempt higher levels of performance.
☐ N/A	☐ 1: Staff does not model skills.	☐ 3: Staff models skills for some children.	☐ 5: Staff models skills for all children.
☐ N/A	☐ 1: Staff does not break difficult task(s) into smaller, simpler steps for any children or there are no tasks of sufficient difficulty to warrant explaining steps.	☐ 3: Staff breaks difficult task(s) into smaller, simpler steps for some children.	☐ 5: Staff breaks difficult task(s) into smaller, simpler steps for all children (e.g., steps are explained in sequence; instructions are provided for specific steps; examples of completed steps are shared).
F. Encouragement: Staff supports youth with encouragement			
☐ N/A	☐ 1: Staff does not support contributions or accomplishments of children in either of the ways described for a score of 3 or 5, or simply doesn't support children at all.	☐ 3: Staff supports contributions or accomplishments of children but uses subjective or evaluative comments, such as "Good job!", "I like it!" or "You're so smart!".	☐ 5: Staff supports at least some contributions or accomplishments of children by acknowledging what they've said or done with specific, non-evaluative language (e.g., "Yes, the clean-up project you suggested is a way to give back to the community).
☐ N/A	☐ 1: Staff rarely or never asks open-ended questions.	☐ 3: Staff makes limited use of open-ended questions (e.g., only uses them during certain parts of the activity or repeats the same questions).	☐ 5: Staff makes frequent use of open-ended questions (e.g., staff asks open-ended questions throughout the activity and questions are related to the context; most children have opportunities to answer questions that seek opinions or require thoughtful answers).

Page 3 subtotal =

Program Quality: Interaction

G. Belonging: Youth have opportunities to develop a sense of belonging			
☐ N/A	☐ 1: Staff does not provide opportunities for children to get to know each other (e.g., the entire session is structured so children have no time where talking among themselves is allowed or encouraged).	☐ 3: Staff provides informal opportunities for children to get to know each other (e.g., children engage in informal conversations, children get to know each other as a by-product of an activity).	☐ 5: Staff provides structured opportunities with the purpose of helping children get to know each other (e.g., there are team-building activities, introductions, personal updates, welcomes of new group members, icebreakers).
H. Collaboration: Youth have opportunities to collaborate and work cooperatively with others			
☐ N/A	☐ 1: Staff does not provide opportunities for youth to work cooperatively as a team or in a group.	☐ 3: Staff provides opportunities for some youth to work cooperatively as a team or in a group.	☐ 5: Staff provides opportunities for all youth to work cooperatively as a team or in a group.
I. Leadership: Youth have opportunities to act as group facilitators and mentors			
☐ N/A	☐ 1: Staff does not provide all youth opportunities to practice group-process skills.	☐ 3: Staff provides all youth at least a limited opportunity to practice group-process skills (e.g., a full group discussion is long enough for all youth to contribute, youth briefly share in pairs).	☐ 5: Staff provides all youth multiple or extended opportunities to practice group- process skills (e.g., contribute ideas or actions to the group, do a task with others, take responsibility for a part).
☐ N/A	☐ 1: Staff does not provide opportunities for youth to lead a group.	☐ 3: Staff provides opportunities for some youth to lead a group (e.g., some youth lead warm-up exercises, some youth lead a small group discussion).	☐ 5: Staff provide all youth one or more opportunities to lead a group (e.g., teach others; lead a discussion, song, project, event, outing or other activity).
J. Adult Partners: Youth have opportunities to partner with adults			
☐ N/A	☐ 1: Staff provides no explanation or reason for behavioral expectations, guidelines or directions given to youth.	☐ 3: Staff provides an explanation or reason for some behavioral expectations, guidelines or directions given to youth.	☐ 5: Staff provides an explanation or reason for every behavioral expectation, guidelines or direction given to youth.

Program Quality: Engagement

K. Planning: Youth have opportunities to make plans			
☐ N/A	☐ 1: There is no planning for projects or activities, or no identifiable planning strategies are used.	☐ 3: When planning projects or activities, at least one identifiable planning strategy is used.	☐ 5: In the course of planning the projects or activities, two or more planning strategies are used (e.g., brainstorming, idea webbing and backwards planning).
L. Planning: Youth have opportunities to reflect			
☐ N/A	☐ 1: Staff does not engage children in an intentional process of reflecting on what they have done during the program session.	☐ 3: Staff engages some children in an intentional process of reflecting on what they have done during the program session.	☐ 5: Staff engages all children in an intentional process of reflecting on what they have done during the program session (e.g., writing in journals; reviewing minutes; sharing progress, accomplishments, or feelings about the experience).
☐ N/A	☐ 1: In the course of the program offering, staff does not provide structured opportunities for youth to make presentations to the whole group.	☐ 3: In the course of the program offering, staff provides some youth opportunities to make presentations to the whole group.	☐ 5: In the course of the program offering, staff provides all youth opportunities to make presentations to the whole group.

Page 4 subtotal =

Additional information that may be requested or reviewed:

- Documents
  - Signed enrollment forms with SAYO and FERPA consent
  - Personnel files for time reporting, background checks, or certificates of completion for required training
  - Invoices, receipts, general ledger, audits, financial reviews, balance sheets, payroll confirmation, and other financial documents for evidence of expenses
  - Certificates of Insurance
  - DC Department of Consumer and Regulatory Affairs (DCRA) Current Good Standing
  - DC Office of Tax and Revenue (OTR) current Clean Hands
  - DCRA current Charitable solicitation Basic Business License
  - MOUs, contracts, or agreements used by grant funds
- Program Policies and Procedures
  - Program Staff Hiring Standards
  - Safety and Security Procedures
    - Participant code of conduct, behavior management plan, or conflict resolution plan
    - Program personnel access to participant safety information (emergency contacts, health information, etc.)
    - Fixed Asset Equipment distribution policy, loan agreement, and procedure for return of equipment
    - Cyber and web-based safety protocols including ability to block inappropriate content from being accessed
    - Field trip procedures
    - Incident reporting and resolution
    - Social distancing policies (when applicable)
    - Emergency Preparedness Plan that deals with threats of terrorism, Code Red Days when extreme heat causes program interruption, etc.
    - Exit and pick-up procedures
    - Process for handling health emergency
  - Accommodation
    - Virtual and web-based software for participants meets accessibility needs such as Braille, closed captioning, sign language, etc.
    - Facilities are ADA compliant (ramps, lighting, entry and exits, etc.)
  - Communication
    - Process personnel follow if personnel or youth test positive for COVID-19, emergency, program canceling, and other disruption to the program
- Access to equipment purchased with grant funds or documentation of the destruction/loss of the equipment

A grant management record binder or electronic folder with clearly labeled file names is a best practice to manage grants and can assist with a site visit. The binder should contain the following:

- Copy of the grant agreement
- Program schedule

Non-Compliance

In the absence of exigent circumstances that would necessitate immediate termination of the grant, failure to comply with the entirety of the grant agreement, OST Office will provide a written notice to Grantee within ten (10) business days of observing or being aware of non-compliance to this Agreement. Grantee must take appropriate corrective action within the timeframe specified in the notice but not to exceed two (2) weeks. If Grantee fails to correct or does not respond, a second written notice will be sent restating the corrective action required and deadline to comply. If Grantee has not corrected the action by the deadline specified in the second notice, a third and final notice will be sent restating the corrective action, deadline to comply, and repercussions to Grantee which may include delayed payment, termination or suspension of grant, or repayment of grant funds for Failure to Comply as stated in the grant agreement.

The OST Office may immediately terminate a grant with no notice and no opportunity to cure if the OST Office determines that such a termination is in the interests of the Government of the District of Columbia.

General Provisions

Protected Data

Personally Identifiable Information (PII), including social security number and date of birth, must be redacted to protect the names and information of the individual (additional information, such as address, may be redacted according to the individual's preference). Any information, either physical files or electronic, must be kept locked, secured, or password protected at all times. This includes PII related to any personnel, staff, or contractor files as well as youth records. If information that contains PII must be transmitted, all PII must be redacted.

Bullying Prevention

The grantee must provide the organization's Bullying Prevention policy in accordance with the requirements of the Youth Bullying Prevention Act of 2012, D.C. Official Code §§ 2-1535.01 et seq., that is enforced on its property, sponsored functions, during transportation, and in electronic communications to youth. The Youth Bullying Prevention Act provides information with respect to bullying prevention policies, codes of conduct, bullying investigations and appeals, the role of the Office of Human Rights (OHR), the OHR complaint procedure, and related matters. Grantee may contact the OHR for template language and assistance drafting a Bullying Prevention Policy or visit ohr.dc.gov/page/bullyingprevention for additional resources.

Organization Good Standing

Organizations will need a valid OTR Clean Hands Certificate and a valid DCRA Certificate of Good Standing to be submitted to the DC Vendor Portal. Visit otr.cfo.dc.gov for additional information on obtaining a Clean Hands Certificate and corponline.dcra.dc.gov for additional information on obtaining a Certificate of Good Standing.

Data Management

The Learn24 Cityspan Database is the data portal for OST Office grantees and other OST programs. OST programs can enter their program information to be included in the Learn24.dc.gov program finder.

For Grantees the database also tracks participant information, attendance, staff information and background checks.

- The database may be found at https://learn24.cityspan.com
- The login username and password must be requested by emailing the OST office. A username and email is sent directly to the user via email. Users should change the password after the first log in.

Data Confidentiality and Security

All student information should be considered confidential and access to it should be restricted. Learn24 funded participants' parents/guardians should sign consent found later in this handbook.

Grantees shall take all necessary precautions to preserve confidentiality of all Personally Identifiable Information (PII) of participants.

Grantees should not re-disclose any information entered into the participant template or entered into the Learn24 data participant section to any outside person or entity. Participant level data entered into the Learn24 database can only be accessed by the organization which enters that data and the OST Office.

Grantees should ensure that:

- Any computer that has participant or personnel information or personnel PII is password protected and access to that data is controlled.
- Any participant data is only visible to the staff that needs the information.
- Access to participant data is limited as much as possible.
- Participant information is ***NEVER emailed*** **or made available via hyperlinks maintained on a remote server, such as a Google document.**
- Any printed documents with PII, such as date of birth, should be kept in a locked drawer or cabinet or area that is inaccessible.

Cityspan Instructional Videos

There are some instructional videos that demonstrate various tasks in the database.

- How to add programs: https://youtu.be/JSsyCY7GL2U
- How to register participants, enroll participants n programs, and how to track attendance: https://youtu.be/TNYonqjdG4U

Cityspan Hierarchy

Data is organized in the database at multiple levels:

- Organization
    - Site locations
        - Programs/Camps
            - Participants are registered to sites and enrolled in programs/camps
        - Events

- Staff: They are across the organization and can be attached to specific programs and activities. The staff module appears on the site locations list.

See Appendix A for specific Cityspan information.

Personnel Requirements

Mandated Reporter Training

Mandated reporters are professionals obligated by law to report known or suspected incidents of child abuse and neglect. The training provides the information needed to recognize the signs of abuse and neglect and procedures to file an appropriate report.

- For a link to the training conducted by CFSA, visit https://cfsa.dc.gov/service/mandated-reporter-training
- The training is free, online, and requires a valid email address
- Allow two (2) hours for completion
- This training does not expire, but certificates must remain on file with organization
- Organization must have a policy or process on how personnel contact the mandated reporter in the event of suspected abuse or neglect of a child

First Aid/Cardiopulmonary Resuscitation (CPR) Certification

One person per site must be certified in First Aid/CPR.

- The trained employee on site does NOT need to be an employee of the organization
- Grantee must have a process and procedure in place for how program staff and youth know how to locate the CPR/First Aid Certified individual(s). OST Office reserves the right to verify during site visits

Background Check Guidance

Grantees will ensure all adult program staff (paid and unpaid), volunteers, or contractors (herein referenced as personnel) who have unsupervised interactions, in-person or virtually, with youth receive the following background checks in order to comply with the District of Columbia's Criminal Background Checks for the Protection of Children Act of 2004, DC Code §§ 4-1501.01 – 4-1501.11 and other OST Office requirements:

- Federal Bureau of Investigation (FBI) Criminal Background Check
- Metropolitan Police Department (MPD) Criminal Background Check
- National Sex Offender Registry (NSO); and
- DC Child and Family Services Agency (CFSA) Child Protection Registry (CPR).

Safety of youth is extremely important, Grantees failure to comply or failure to complete a timey background check may result in termination of the grant.

It is strongly encouraged that all staff, supervised and unsupervised, have background checks completed. All background checks must be uploaded into Cityspan prior to the start of programming.

Personnel without a complete set of clear background checks must be supervised by an individual who is fully cleared.

Per DC Law §§ 4–1501.03 (d), any personnel with an active federal security clearance is not required to submit to a criminal background check. However, the individual must provide evidence of current federal security level.

- Current Personnel
    - All personnel must have background checks throughout the grant period. Personnel whose clearances expire during the grant period should undergo the process again.

- New Personnel
    - Personnel who are newly hired or under contract by the organization must have background checks and clearances submitted to the appropriate agencies within one (1) week of the start date. The organization must maintain proof of submission for each background check in the personnel file if requested by the OST Office.

New personnel shall not be left unsupervised with children and youth until background checks are completed.

- Confidentiality Information
    - All personnel files and background checks should be stored in secured file cabinets or password-protected electronic storage. It is the responsibility of the grantee and subgrantee to safeguard confidential information and only use or disclose it as expressly authorized by the staff member or specifically required.

        - In the event that confidential information must be shared electronically, sensitive information must be redacted, including Social Security numbers and dates of birth, also referred to as Personally Identifiable Information (PII), must be fully redacted. Then the transmission must be made via encrypted methods and removed from any temporary storage within seven (7) days.

Background checks that are uploaded into Cityspan must have all PII fully redacted.

The following is provided for ease, but information may change and it is the responsibility of the grantee to confirm the necessary costs and requirements for submission.

Grantee with personnel that will be providing programming at a District of Columbia Public Schools (DCPS) facility or an DC Office of the State Superintendent for Education (OSSE) Licensed Child Care Center must follow the policies and procedures established by DCPS and OSSE, respectively.

A copy of the clearance letter must be retained within the personnel file.

FBI Background Check

a. Live Scan
   Live Scan is the preferred method for FBI background check submission. A Live Scan is when fingerprints are scanned electronically instead of imprinted on ink first. Results are returned via email typically within twenty-four (24) hours.

   Metro Lab
   www.metrolabdc.com

   Bureau of Engraving and Printing Police
   301 14th Street SW

Washington, DC 20228
Phone: (202) 874-3188

Federal Bureau of Investigation
935 Pennsylvania Avenue NW
Washington, DC 20535
Phone: (202) 324-3000

Federal Emergency Management Agency Law Enforcement Coordination and Investigation
1201 Maryland Avenue SW
Washington, DC 20472
Phone: (202) 646-4263

Metropolitan Police Department
300 Indiana Ave NW
Washington, DC 20001
Phone: (202) 727-9909

b. Ink-based fingerprint card and application
Inked fingerprints and applications can be submitted directly to the FBI and can take three (3) months or more to return search results. More information available at: https://www.fbi.gov/services/cjis/identity-history-summary-checks.

The completed and signed application and the inked-fingerprint card must be submitted directly to the FBI and must include:

- Money Order or Certified Check for $18.00 dollars payable to the “Treasure of the United States”.
- The items listed on the Identity History Summary Request Checklist.

Submit completed packet to:
FBI CJIS Division – Summary Request
1000 Custer Hollow Road
Clarksburg, WV 26306

The application may be found at https://forms.fbi.gov/identity-history-summary-checks-review/q384893984839334.pdf

Locations to obtain inked-fingerprints available at:
Federal Services, Inc.
1712 I Street NW, Suite 915
Washington, DC 20006
(202) 223-5317

Metro Lab
Location and information available at www.metrolabdc.com

Washington DC Fingerprinting
1140 Connecticut Avenue NW
Washington, DC 20036
(202) 628-3716
www.washingtondcfingerprinting.com

MPD Background Check

Grantee and subgrantee must complete a background check. The process of the request can take up to six (6) weeks.

The organization submits a notarized letter which includes the following:

- Request for a local criminal background check
- Full Name (First, Middle, and Last)
- Date of Birth (DOB)
- Social Security Number
- Self-addressed Stamped Envelope
- $7.00 Money Order payable to the "DC Treasurer" (cash and checks are not accepted).

Mail the letter, money order, and envelope to:

Metropolitan Police Department
Criminal History Section
300 Indiana Avenue NW, Room 1075
Washington, DC 20001

The National Sex Offender Registry

The Dru Sjodin National Sex Offender Public Website (NSOPW) provides the public with access to sex offender data nationwide. NSOPW is a partnership between the U.S. Department of Justice and state, territorial, and tribal governments.

Grantee and subgrantee should visit www.nsopw.gov/Home and conduct a search by name across all jurisdictions. The results from the website page showing "no results found" for the personnel should be printed or pdf. If several states or jurisdictions are unavailable or offline then the search should be completed at a later time when all jurisdictions are available.

CFSA CPR

This background check must be completed every two (2) years. The purpose of the Child Protection Register (CPR) is to protect children and to ensure their safety by maintaining an index of perpetrators of child abuse and neglect in the District of Columbia. This confidential index includes the names of individuals with substantiated and/or inconclusive findings from the investigative reports of the Child Protective Services Unit of the Child and Family Services Agency. More information is available at: https://cfsa.dc.gov/publication/program-child-protection-register.

Employers must directly request CPR clearances for prospective or current personnel by completing Part I of the form and selecting "Non-Government Organization". Grantee and subgrantee may not accept a self-check CPR result. Results may take up to 45 days.

The application may be downloaded at: https://cfsa.dc.gov/service/child-protection-register-cpr
The CFSA CPR check is free, but the application must be notarized. NOTE: During the current health emergency, the notary requirement has been waived.

Organizations should fill out the top portion of the application before giving it to the individual to complete. The individual will submit information directly into the portal for CFSA and ensure that there is no transfer of sensitive info via email or otherwise from applicant to employer.

General instructions on completing the CFSA CPR form:

- TYPE all information
- Please make sure to use the file name format as shown below (it slows down the process if CFSA can't easily track applicant names, whether it's an application or an ID, and the submission date).
    - Name your application as "firstname_lastname_app_mm-dd-yy.pdf"
    - Name your photo ID as "firstname_lastname_ID_mm-dd-yy.pdf"
    - Name a combined application and ID as "firstname_lastname_app_ID_mm-dd-yy.pdf"
    - Do not put periods, punctuation or special characters in your file name
- If submitting more than one application, do not upload a bunch of applications all scanned together in one PDF. CFSA cannot separate them and it will slow down the process.

Helpful tips:

- Fill out application titled For Employment Use
- Fill in Date Completed
- Request Purpose: Check "New Hire" if appropriate and include start date – checks are returned within ten (10) days for new hires
- Requestor Type: Check "Non-Government Agency" and "Other" and type in Learn24
- Attention To: write in the name of the point of contact at the organization
- Organization: write the name of the organization followed by (Learn24)
- Email is the only option currently available during the Health Emergency
- Preferred Method to receive results: check Encrypted Email

It is the grantee or subgrantees responsibility to ensure all personnel have CFSA CPR check. If needed, contact CFSA on the status of a check by either:

- Calling the CPR main number at 202-727-8885 during business hours.
- Emailing cfsa.cpr@dc.gov.
- The email subject line should be "status check" and the email message must include the completed table below.

Name	**DOB**	**Last 4 of SSN**	**Application Type** (Current employee or New hire)	**Date Submitted**	**Submission Method** (Mail, drop box in CFSA lobby, or CFSA website)
Jane Doe	3/1/1995	9999	New Hire	3/5/2020	CFSA Website
John Doe	12/5/2000	1234	Current Employee	3/8/2020	Mail

Background Check Results and Suitability

FBI and MPD Background Check

Any personnel with the following felony convictions are not permitted to work with children and youth:

1. Murder, attempted murder, manslaughter or arson;
2. Assault, battery, assault and battery, assault with a dangerous weapon, mayhem, or threats to do bodily harm;
3. Burglary;
4. Robbery;
5. Kidnapping;
6. Illegal use or possession of a firearm;

7. Sexual offenses, including: indecent exposure; promoting, procuring, compelling, soliciting, or engaging in prostitution; corrupting minors (sexual relations with children); molesting; voyeurism; committing sex acts in public; incest; rape; sexual assault; sexual battery; or sexual abuse; but excluding sodomy between consenting adults;
8. Child abuse or cruelty to children; or
9. Unlawful distribution or possession of or possession with intent to distribute a controlled substance.

Any personnel that have an FBI or MPD background check returned with an issue or indication of past criminal history other than what is listed above must have a suitability determination made by the District. Grantee or subgrantee must notify the OST Office within two (2) business days of receiving the results with the name and email of the individual and the OST Office will provide a process in which DCHR will conduct a suitability check for said personnel at no additional cost to grantee or subgrantee.

Until the District has determined suitability, the individual MUST not be left unsupervised with youth, or without the presence of a staff member with all clearances.

All background check results are valid for two (2) years. Twelve (12) months after the background check result's effective date, the individual must sign and have witnessed, the below affidavit and upload into Cityspan.

BACKGROUND CHECK AFFIDAVIT

I, ____________________________ (name) as part of my continued service (employment, contract, or volunteer) with _______________________________ (name of organization), hereby swear and affirm that I am not disqualified from working with children and youth under the District of Columbia's Child and Youth, Safety and Health Omnibus Amendment Act of 2004.

(1) I am not the perpetrator of a founded report of child abuse or neglect committed within the last 12 months in any state, territory, and District.

(2) I am not under investigation by the D.C. Child and Family Services Agency (CFSA) for child abuse or neglect.

(3) I have not been convicted of any of the following offenses or of an offense similar in nature under the law or former laws of the United States or one of its territories or possessions, another state or commonwealth, the District of Columbia, the Commonwealth of Puerto Rico, or a foreign nation within the last 12 months.

A. Murder, attempted murder, manslaughter, or arson;
B. Assault, battery, assault and battery, assault with a dangerous weapon, mayhem, or threats to do bodily harm;
C. Burglary;
D. Robbery;
E. Kidnapping;
F. Illegal use or possession of a firearm;
G. Sexual offenses including indecent exposure; promoting, procuring, compelling, soliciting, or engaging in prostitution; corrupting minors (sexual relations with children); molesting; voyeurism; committing sex acts in public; incest; rape; sexual assault; sexual battery; or sexual abuse (but excluding sodomy between consenting adults);
H. Child abuse or cruelty to children; or
I. Unlawful distribution of, possession of, or possession with intent to distribute a controlled substance.

I understand that I have an obligation to submit written notice to _________________________ (name of organization) disclosing any future arrest or conviction for any such offense, and/or any notification that I have been listed as a perpetrator in a founded or indicted report, within 72 hours, of the occurrence of such arrest, conviction, or notification of listing as a perpetrator. Failure to provide notice may result in immediate termination of employment or service.

I hereby swear and affirm that all statements in this Affidavit are true and correct to the best of my knowledge, information, and belief. I further swear and affirm that my statements are made subject to the penalties of DC Law §22-2404, which provides that knowingly making false averments can and will subject me to criminal penalties.

______________________________	______________________________	
Printed Full Name	Signature	Date
______________________________	______________________________	
Witness Printed Name	Witness Signature	Date

Other Accepted Documents for FBI, MPD, and NSO

DCPS background check clearance letters are accepted evidence of meeting the FBI, MPD, and NSO background check policies.

OSSE background check clearance letters that deem the individual "suitable for employment in a child development facility" are accepted as evidence of meeting the FBI, MPD, NSO, and CFSA CPR background check policies. The clearance letter must be available in the personnel file and uploaded into Cityspan.

Emailed suitability determination from DCHR is accepted evidence of meeting the FBI, MPD, and NSO background check policies.

Fieldprint is an FBI and MPD Channeler and results are obtained through Truscreen. Fieldprint results via Truscreen are accepted evidence of meeting the FBI and MPD background check policies.

Other FBI Channelers may be found here: https://www.fbi.gov/services/cjis/identity-history-summary-checks/list-of-fbi-approved-channelers-for-departmental-order-submissions Results from any FBI Channelers are accepted evidence for completing FBI Background Checks.

Other documentation of FBI and MPD background may be accepted but must be approved by the OST Office. Grantee or subgrantee must submit a request to the OST Office for approval of other acceptable documents.

National Sex Offender Registry

Any individual with a "no result found" or if the organization has reviewed the potential list of matches and confirms that none of the individuals listed is the personnel is suitable to work with children for the NSO background check. All personnel must be suitable with all four requirements to work unsupervised with children.

CFSA CPR

Any personnel listed in the CFSA CPR register is not permitted to work with children and youth.

Individuals listed in the register or with an inconclusive report has the right to challenge the decision through a Fair Hearing process with CFSA. Further instructions regarding the Fair Hearing process is noted on the last page of the Notice of Investigation Results letter from CFSA.

No other documentation except what is supplied by CFSA will be accepted as completion of the CFSA CPR check.

DC Office of the State Superintendent for Education (OSSE) background check clearance letters that deem the individual "suitable for employment in a child development facility" are accepted as evidence of meeting the FBI, MPD, NSO, and CFSA CPR background check policies. The clearance letter must be available in the personnel file and uploaded into Cityspan.

Background Check Compliance

The OST Office or designee will conduct program and administrative visits, announced and unannounced, throughout the grant period. The OST Office will verify the names of personnel with what has been entered into Cityspan. In the event personnel background checks have not been entered, grantee or subgrantee will receive a notice within ten (10) business days of observing the non-compliance and grantee or subgrantee will have three (3) business days to upload the information into Cityspan.

If the grantee fails to correct or does not respond this may result in delayed payment, termination or suspension of grant, or repayment of grant funds.

The OST Office may immediately terminate a grant with no notice and no opportunity to cure if the OST Office determines that such a termination is in the interests of The Government of the District of Columbia.

Participant Survey and Consent

Family Educational Rights and Privacy Act (FERPA) Consent
Grantee, except for LEAs, shall include Family Educational Rights and Privacy Act (FERPA) consent on participant enrollment form that is signed and dated by parent or guardian of the participant. A sample consent is:

> I (parent/guardian name)____________________hereby authorize and consent DCPS Office of the Chief of Staff or __________ (name of school) to provide information concerning the education of my child, _______________ (name of child), to ____________ (Grantee Name) and the DC Office of Out of School Time Grants and Youth Outcomes (OST Office). I further authorize the release of educational records of my child for the current school year to the parties listed above that include the following information: education transcripts, school/program enrollment information, universal student ID, attendance data, credit history, grades, assessment data, IEP information, and graduation attainment (12th grade only). This authorization and release shall remain in effect from October 1, 2020, through September 30, 2021.
>
> By signing below, 1) I acknowledge and understand that I have the opportunity to review the records to be disclosed and the right to challenge the contents of such records, and 2) I am at least 18 years of age or I am signing this document on behalf of my child because he/she is not 18 years of age.

Survey of Academic and Youth Outcomes-Youth Survey (SAYO-Y) Consent
Grantee shall include SAYO-Y consent on participant enrollment form that is signed and dated by parent or guardian of the participant. The SAYO-Y consent is:

> Grantee will collect the following consent for the Survey of Academic and Youth Outcomes-Youth Survey (SAYO-Y), and additional information as stated below, by adding the following language to participant enrollment forms.
>
> _________________________ (Grantee Name) is funded by the Office of Out of School Time Grants and Youth Outcomes (OST Office), a DC Government agency. As a grantee, we are required to share participant information with the OST Office that may be collected on this form.
>
> In addition, we are required to administer a questionnaire called the Survey of Academic and Youth Outcomes (SAYO-Y). The SAYO-Y is a brief survey with questions about what your child thinks of the program and of the potential benefits of attending the program. All information collected through the SAYO-Y is confidential and no individual child or their individual responses will be identified. Participation in the SAYO-Y is voluntary.
>
> By signing below I give permission for ________________ (name of child) to be included in the SAYO-Y survey. I further authorize __________________ (Grantee Name) to provide name, demographics, and date of birth to the OST Office.

SAYO Data Collection

In the first and last month of programming, Grantee will administer the computer-based SAYO-Y to participants in 4th grade and above. All results are entered into Cityspan.

For instructions regarding the SAYO-Y, see Appendix B.

Program Management

The grant funds may only be used to serve school-aged youth in grades K-12. Individuals over the age of 18 are only permitted if eligible to be enrolled in high school or receive special education from a Local Education Agency.

Slot Reservation

Grants Manager may notify Grantee with the opportunity to add youth experiencing housing insecurity to the program any time during the programming period. Grantee will have the opportunity to discuss with the Grants Manager before youth are enrolled.

Incident Reports

Grantees are required to report any unusual incident that results in injury of a program participant and/or in contact of emergency personnel. The report of the incident must be made within one (1) business day of the incident by completing an Incident Report Form and a copy of the report must be sent to the Grant Manager within three (3) business days. The Grantee must keep the report on file and make it available upon request.

Sample Incident Report

Reported by:

Name		**Date of report**	
Organization		**Time of report**	
Email		**Phone**	

Incident details:

Date		**Time**		**911 Called?**	☐ Yes ☐ No
Location					
Description of incident (Describe facts of the events. Consider things leading up to the incident, environmental conditions, any injuries, damage to equipment or materials, take photos if appropriate)					
Information of parties involved or witnesses (Name, phone, email, address, insurance, etc.)					

Program Quality

On February 15, 2017, D. C. ACT 21-679 established the Office of School Time Grants and Youth Outcomes and a Commission on Out of School Time Grants and Youth Outcomes to support the equitable distribution of high-quality, out of school time programs to District of Columbia youth through coordination among government agencies, grant-making, data collection and evaluation, and the provision of technical assistance to service providers.

Through conversations with providers, The Youth Program Quality Assessment (PQA) was selected by the OST Office as the District's framework to support program quality. The PQA is a validated instrument designed to measure the quality of youth programs and identify staff training needs. It has been used in community organizations, schools, camps, and other places where youth have fun, work, and learn with adults. The PQA assesses the following domains: safe environment, supportive environment, interaction, engagement, youth-centered policies and practices, high expectations for youth and staff, and access.

The Youth and School-Age PQA are evidence-based assessment tools. Evidence is gathered through observation and interview. Program staff and an outside specialist observe program activities, take notes, and then conduct an interview with a program administrator. Notes, observations, and interview data are used as evidence to score items. Scores are combined to create and overall program quality profile and plan for improvement.

- Weikart Program Quality Assessment (PQA) Basics Training is **optional for School Year 2020-21 Grantees**
- Grantee may submit the Youth Program Quality Assessment (YPQA) or School Age Program Quality Assessment (SA-PQA), conducted at a minimum of one (1) program site
- Grantee is expected to show a commitment to quality programming and continuous improvement
- Grantee may participate in the voluntary Quality Initiative offered each year. For additional information, contact Learn24@dc.gov.

The Institute for Youth Development

The Institute for Youth Development provides quality training for all adults who work with children and youth in Out of School Time (OST) programs. These adults are also called youth development practitioners. Youth development practitioners deepen their understanding of positive youth development, engage in best practices and improve services to youth. Quality trainings are part of the technical assistance provided to all service providers across the District of Columbia.

Trainings are available for every level from front-line staff to program managers to executive directors.

- Grantees are strongly encouraged to participate in an array of free professional development offerings through The Institute for Youth Development. Information may be found at Learn24.dc.gov.

Reporting Requirements

Programmatic Reporting

Grantees must complete programmatic reports throughout the grant period. Grantee shall submit three (3) reports over the Grant Period for FY21 grants and School Year 2020-21 grants. Reports shall be completed using the reporting form found below. Reports are due within thirty (30) days after the close of each period. Reports are due March 2, 2021, July 30, 2021, and October 30, 2021

All reports are due thirty (30) days after periods end.

Funded grantees are required to submit three (3) program reports during a grant period. The information required in these reports includes but is not limited to the following:

- total number of youth actually served by the organization,
- total number of youth actually served by OST grant funds - breakdown by Grade Level,
- a success story that illustrates the impact the program has made on the children/youth served during the reporting period,
- challenges or obstacles that have prevented your organization from implementing the program, or barriers to achieving the goals and objectives of the grant agreement, and if so, what has/ will the organization do to overcome those barriers,
- the status of your commitment to participating in the Quality Improvement Process by completing a program self-assessment at a minimum of one (1) program site,
- any other relevant information, news, media, events, awards, or other activities that the organization wishes to highlight with respect to the program.

Fiscal Year 2021 Out of School Time Grants Program Report

Grantee Name		Date	
Name and Email of Person Submitting Report			

Total Number of **Youth Actually Served by Organization** per reporting period		
10/1/2020 – 1/31/2021	2/1/2021 – 5/31/2021	6/01/2021 – 9/30/2021

Total Number of **Youth Actually Served by OST grant funds - by Grade Level per reporting period**			
	10/2/2020 – 1/31/2021	2/1/2021 – 5/31/2021	6/01/2021 – 9/30/2021
K (Kindergarten)			
Grade 1 – 3 (Primary School)			
Grade 4 – 5 (Primary School)			
Grade 6 – 8 (Middle School)			
Grade 9 – 12 (High School)			
Total			

1. Share a success story that illustrates the impact the program has made on the children/youth served during the reporting period.

2. Have there been any challenges or obstacles that have prevented your organization from implementing the program, or barriers to achieving the goals and objectives of the grant agreement, and if so, what has/ will the organization do to overcome those barriers?

3. Provide the status of your commitment to participating in the Quality Improvement Process by completing a program self-assessment at a minimum of one (1) program site. What has been achieved, changed or improved as a result of the self-assessment? Have there been any challenges or obstacles with respect to implementing the self-assessment, and if so, what has the organization done to overcome those barriers?

4. Share any other relevant information, news, media, events, awards, or other activities that the organization wishes to highlight with respect to the program.

Financial Management

Grantees will be considered a "vendor" within the various DC systems.

Grantees that are not in the DC Vendor portal must be registered in two systems and this process may take up to four weeks before an account is created. These systems are dependent on the Tax ID and grantees must enter the information correctly.

1. The Ariba e-Sourcing system: https://ocp.dc.gov/page/vendor-registration-electronic-solicitations-ocp.
2. The Vendor portal for invoicing the District can only be done once the grantee is in the Ariba e-sourcing system. To register for the vendor portal visit https://vendorportal.dc.gov/Account/Terms

Vendor training is scheduled twice a month and the dates are published on the website. Any grantee that is unfamiliar with the system should visit the Vendor Portal website, register for a free session, and then select the date.

Visit www.vendorportal.dc.gov, under "Quick Links" use the link "Need Training?" and click "Register"

If required, Grantee must provide current audits and financial reports to the OST Office. Grantees should submit their annual report to the OST Office when available.

Budgets and Financial Reporting

An invoice template is provided. Grantees may use any invoice format they choose to upload information into the DC Vendor Portal, www.vendorportal.dc.gov. Invoices will not be accepted via email or any other method. The Grants Manager will review the invoice and supporting documentation and alignment to the grant budget before approving for payment.

Invoice Template

Grantee Name
[Street Address]
[City, ST ZIP]
Phone: (000) 000-0000

INVOICE #	DATE
[00XX]	**[Insert Date]**

BILL TO
Learn 24 - Office of Out of School Time Grants and Youth Outcomes 1350 Pennsylvania Avenue, Suite 307 Washington, DC 20004

Tax ID/DUNS	Grant Agreement No.
564	

DESCRIPTION	AMOUNT
Salaries	6,000.00
Program Supplies	768.35
Program Equipment	1,225.25
TOTAL	7,993.60

If you have any questions about this invoice, please contact
[Name, Phone, email@address.com]

Records Maintenance

Grantees must retain all records, both programmatic and financial, related to any programs funded for at least five (5) years from the date of the termination of the grant or the date the final program report was accepted whichever is later. Programs must make responsible efforts to protect the confidentiality of disposed program records in such a way as to protect the identity and privacy of program participants.

- File Retention Policy
    - All results must be retained for a minimum of five (5) years after the OST Office's acceptance of the final report and must be retained in accordance with federal and DC laws governing record retention.

- Destruction of Files
    - When needed, all confidential paper records and data will be destroyed by secure destruction~~.~~

Electronic records shall be properly purged, deleted, overwritten, and physical destruction if possible.

Grant Closeout

After the end of the grant period, all Grantees will have the time allotted in their specified agreement to submit the following items:

1. Final Program Report
2. Final Daily Attendance Report (if applicable)
3. Other documents as required in the grant agreement

A completed grant will "close" after grantee has submitted the final report with narrative, final invoice, , and all supporting documentation, and has entered program information, enrollment information, participant attendance, and complete personnel background checks in Cityspan.

Learn24 Acknowledgement

Organizations (Grantees) that receive funding from Learn24 should place the Learn24 logo on the program page of the organization's website and/or acknowledge that the program receives support from Learn24.

LEARN 24

LEARN24.DC.GOV

Grantees may use the logo on program materials during the grant period for items such as:

- Program page of organization's website
- Program recruitment flyers and posters

- Registration packets
- Programs booklets or final showcase

Grantees must seek approval to use the logo on program specific items by sending the draft document or proof by email to Learn24@dc.gov.

The logo may not be used on:

- Fundraising materials
- Physical structures for capital improvements
- Political agendas or materials
- Clothing (i.e. t-shirts, hats, bags, etc.)

Learn24 will not sign any forms for third party's attesting to the organization as an OST grantee, good standing, or grant compliance.

Appendix A. Database User Guide

Data must be entered in this order:

A. Data Entry Order

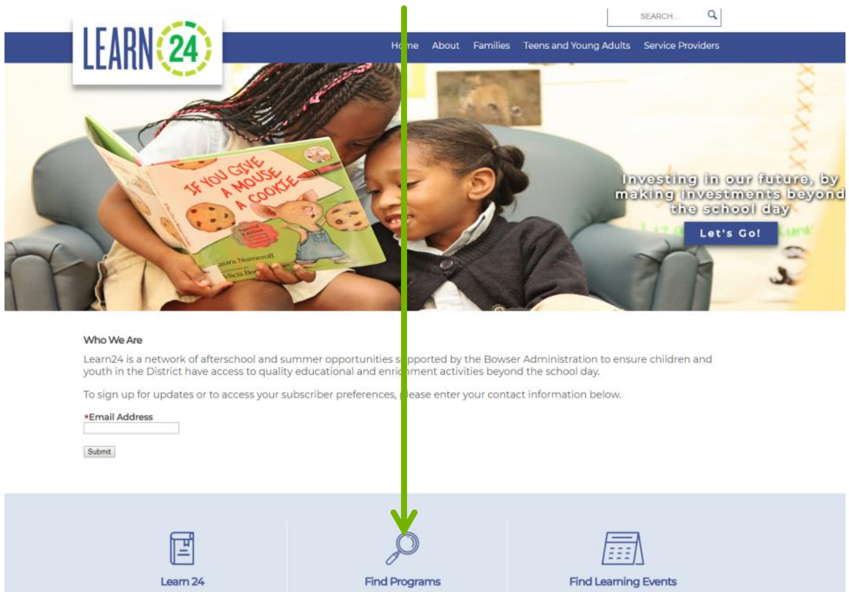
1. Organization will provide the OST Office with a list of all of their program sites
    a. This list will include the site name and the address

Site name	Address 1	Address 2	Zipcode	Ward
John Doe Elementary School	1234 1st St NE		20001	1
Organization Name	555 2nd St NW	Suite 101	20002	5

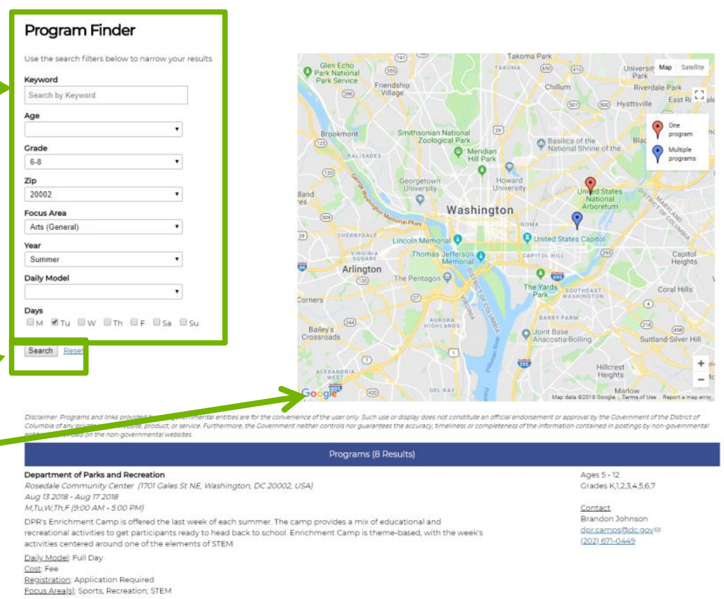
2. Organization will also let the OST Office know who their database users will be, and send in their names and their email addresses. *It would be best to limit the number of users.* Users should be emailed to tristan.kirkman@dc.gov.
3. Cityspan will email each user their password which the user can then use to login for the first time.
4. *User should change their password after logging in for the first time.*
5. Organization will enter information for their organization profile.
6. Then enter in site contact information for their site locations.
7. Then add programs to those site locations (programs are for set time periods, such as Summer 2019).
8. Then add new program staff.
9. Then update clearance dates and upload clearance proof documents for staff, volunteers, and contractors that work with youth.
10. Then add participants to the system.
11. Then enroll those participants in the programs.
12. Then track the attendance of those enrolled.

B. How is program data used

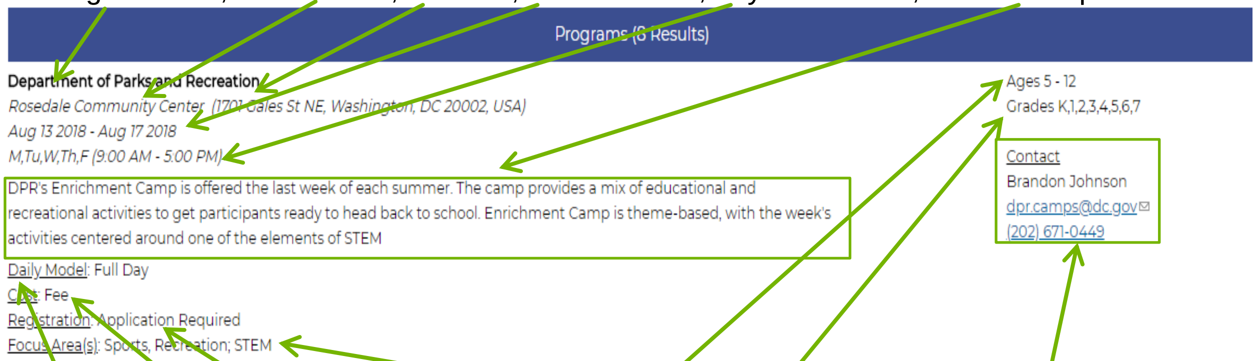
Program information is used for OST Office records and also to populate the Learn24 website (https://learn24.dc.gov/) program finder.



- Parents and youth can enter the program qualities they are looking for
- Then search programs who meet those criteria
- Note: The more criteria entered, the fewer results that will appear



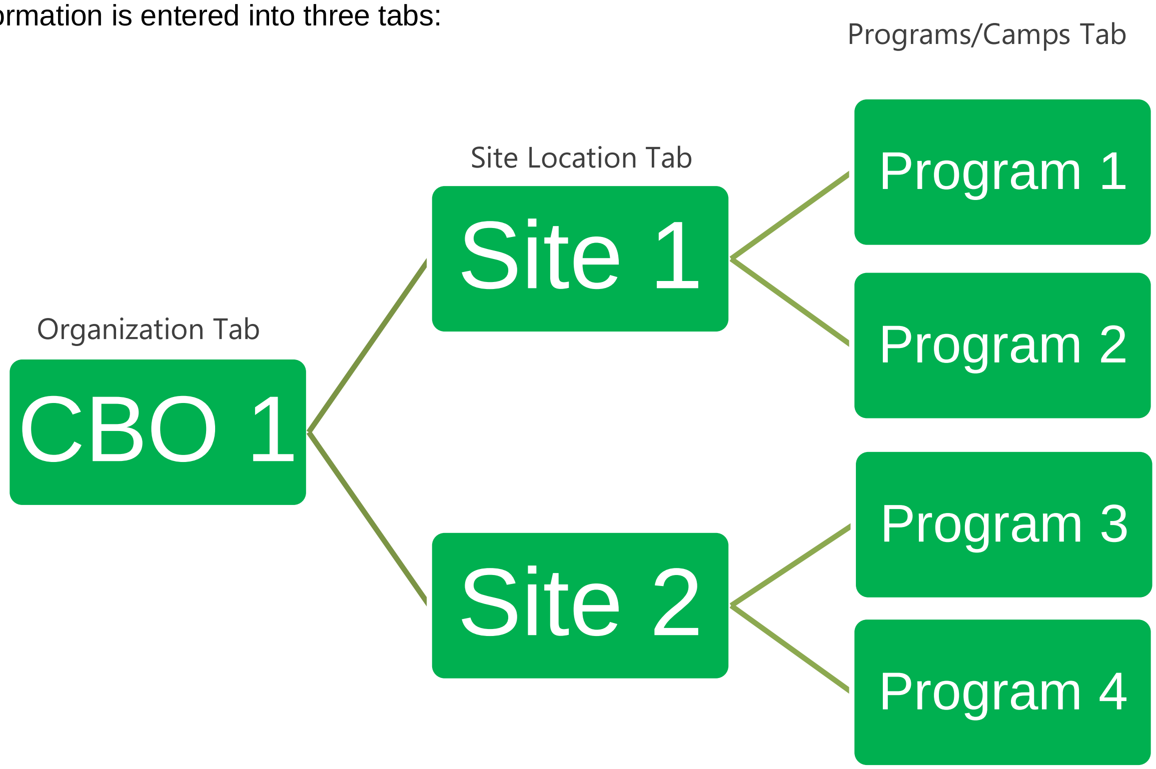
- The program finder needs information on:
  - Organization, site location, address, date duration, days and times, short description



  - Model, cost, how to register, focus area, ages served, grades served, and contact information

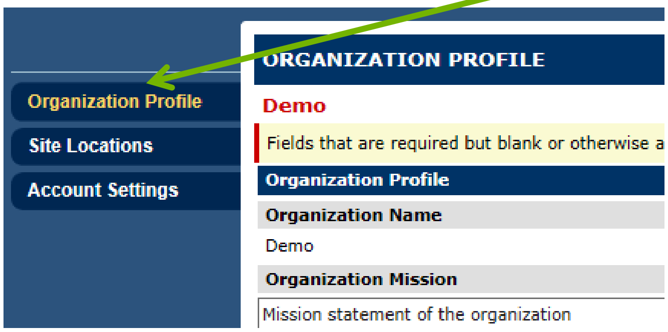
C. Data Structure

Information is entered into three tabs:

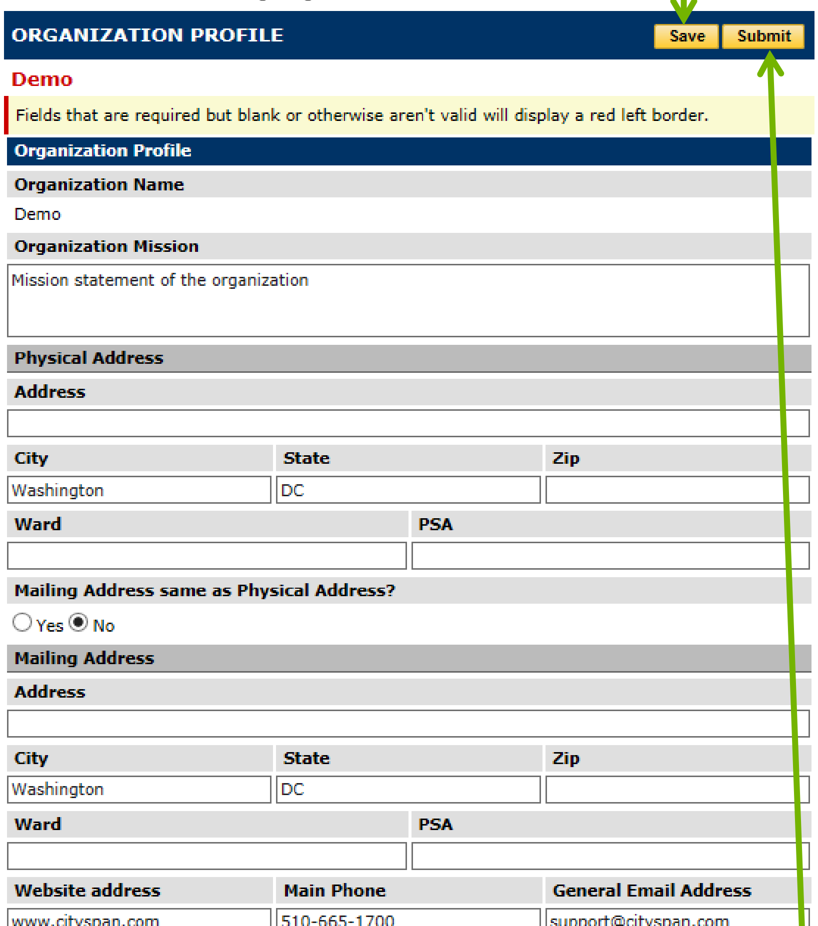


D. Entering Organization Information

1. First Login and change password (if new database user)
2. You will start at Organization Profile tab



3. Enter "Organization Information"
4. Make sure to click "Save" as you go
5. Required fields have a red highlight

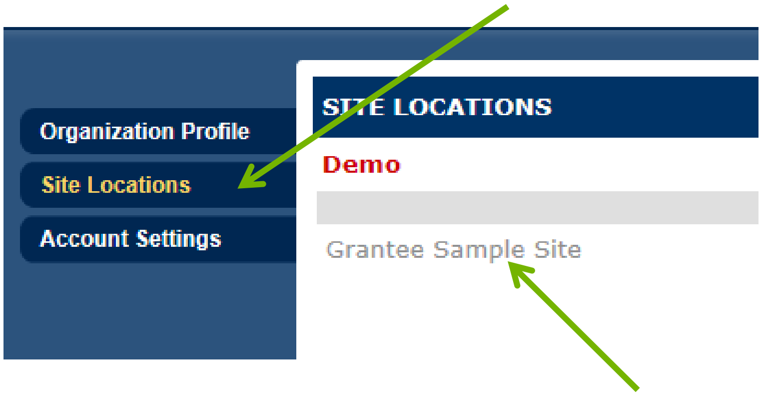


6. If you can fill out other information on this tab, please do
7. Hit "Save" and "Submit" when finished

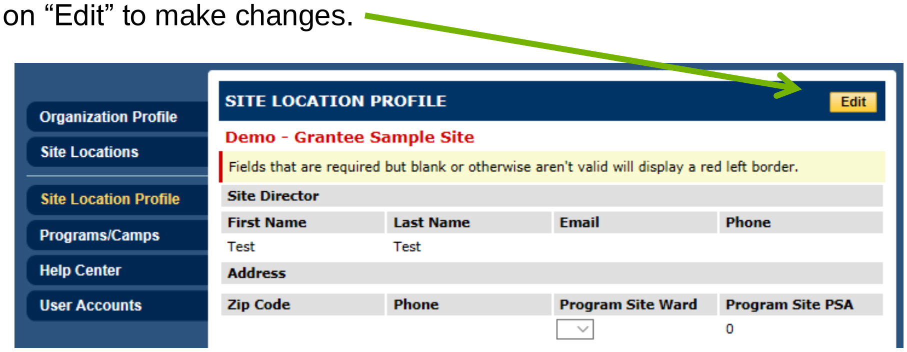
E. Entering Site Location Information

After entering in Organization information, you will enter in information for each site location where the programming will take place. You will have provided the OST Office with a list of sites which should be in the system, though name might be slightly different.

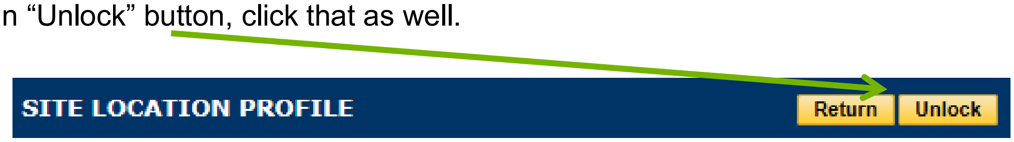
1. Click on "Site Locations" tab to the left



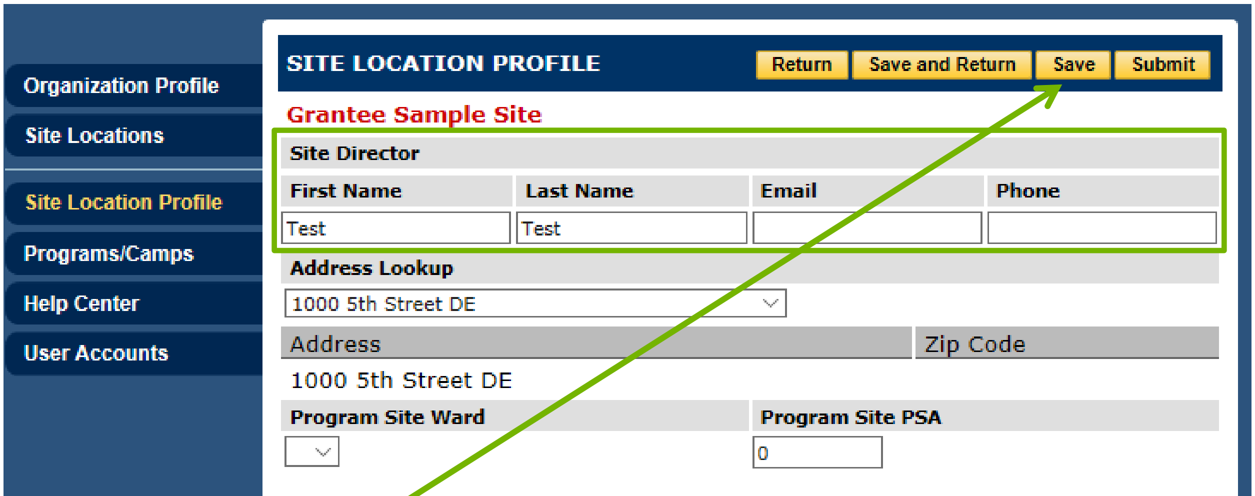
2. Click on each site location to start entering info
3. Click on "Edit" to make changes.



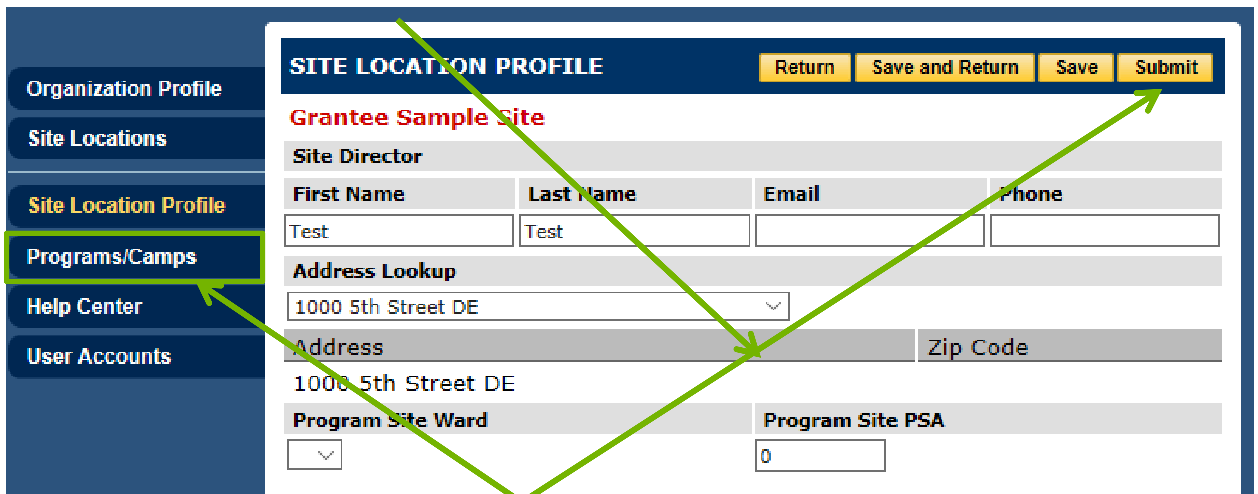
4. Sometimes when you click "Edit" then you'll see the option to "Unlock". **IF** you **THEN** see an "Unlock" button, click that as well.



5. Enter in site director information



6. “Save” as you go
7. Check that the address is correct and if not select the correct one from the dropdown menu. If the address is not in the dropdown menu then contact Tristan Kirkman.

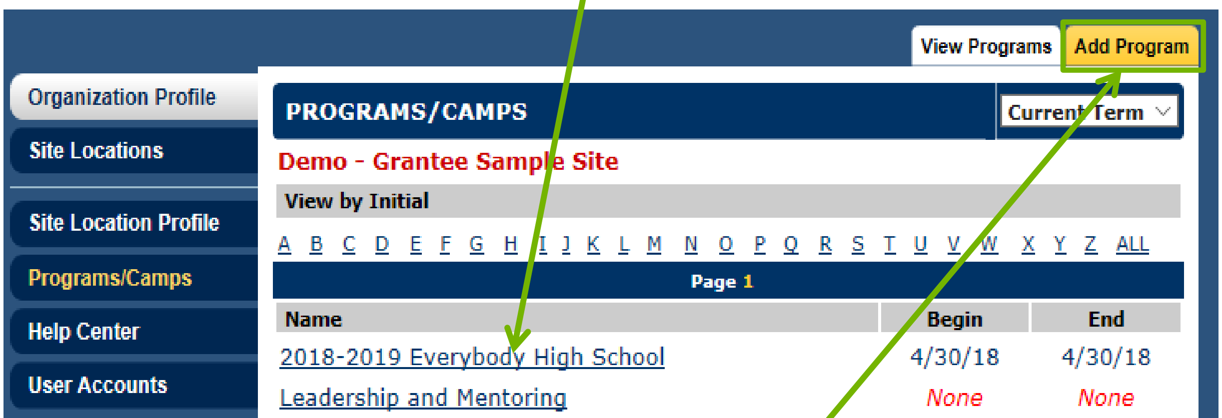


8. When done click “Submit”
9. Then to enter program info click on “Programs/Camps”

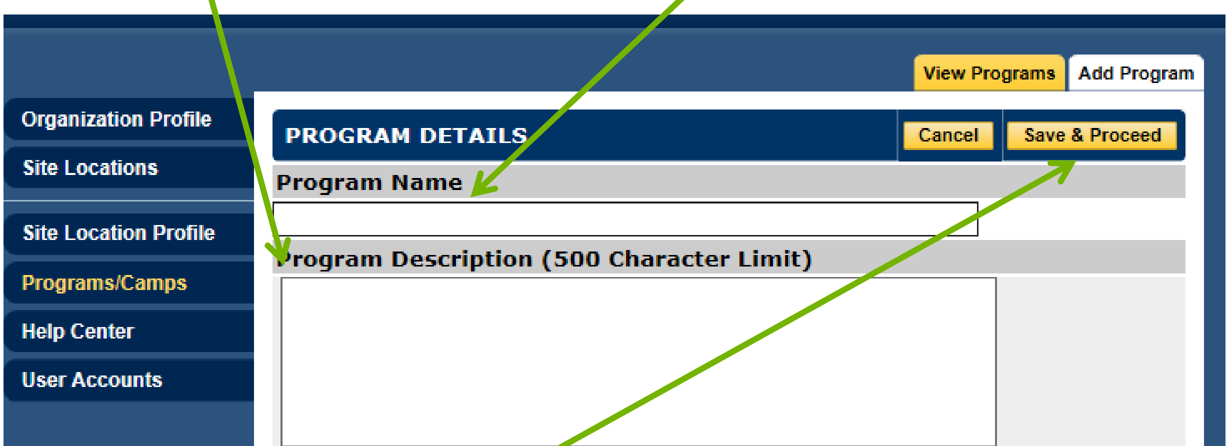
F. Entering Program/Camp Information

After you have updated the site location information you can then enter in your program/camp information. Please remember that program/camp information is for individual time periods, such as Summer 2020. So even if you conduct the same program for School Year 2019-20 as 2020-21, you'll need to enter in the program again to enter in the new dates. If your program has multiple classes you can enter those as one or separately, whichever is most efficient for your program. The OST Office is most interested in the number of program meetings a student attends, not the exact time of day they attend.

1. After clicking on the Programs/Camps tab you will be on a page where you can edit existing programs by clicking on them

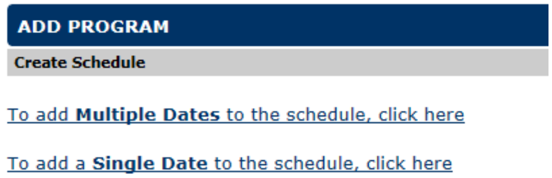


2. Or you can add new programs by clicking on "Add Program"
3. After clicking "Add Program" enter in the program name
4. Enter in the program description, up to 500 characters so it fits on the program finder website

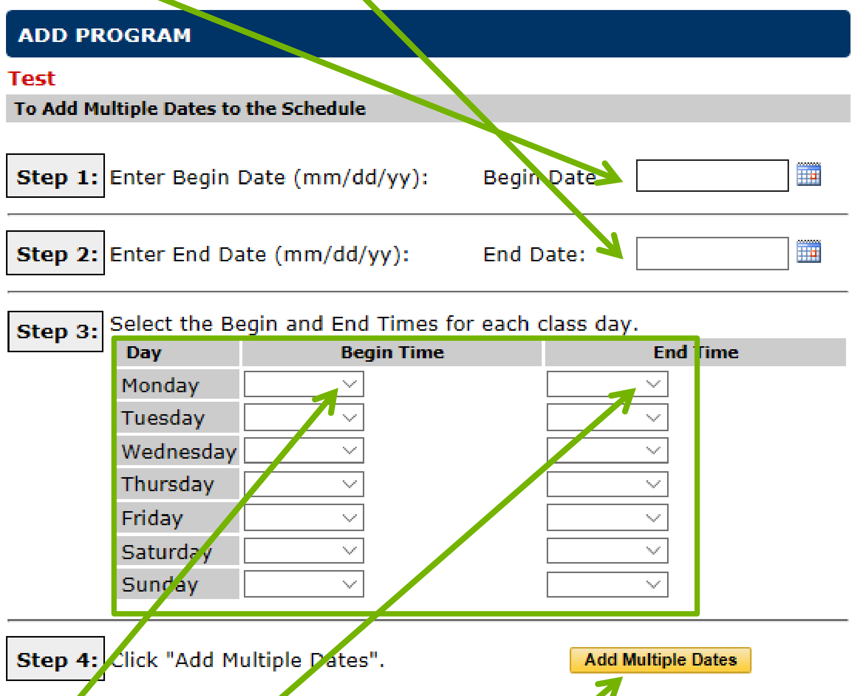


5. When done click "Save & Proceed"

6. Select "To add Multiple Dates"

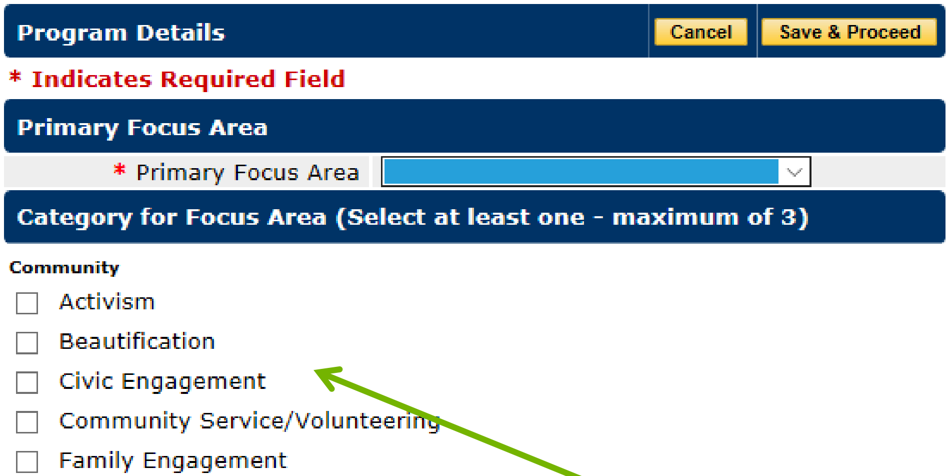


7. Enter the “Begin Date” and “End Date”

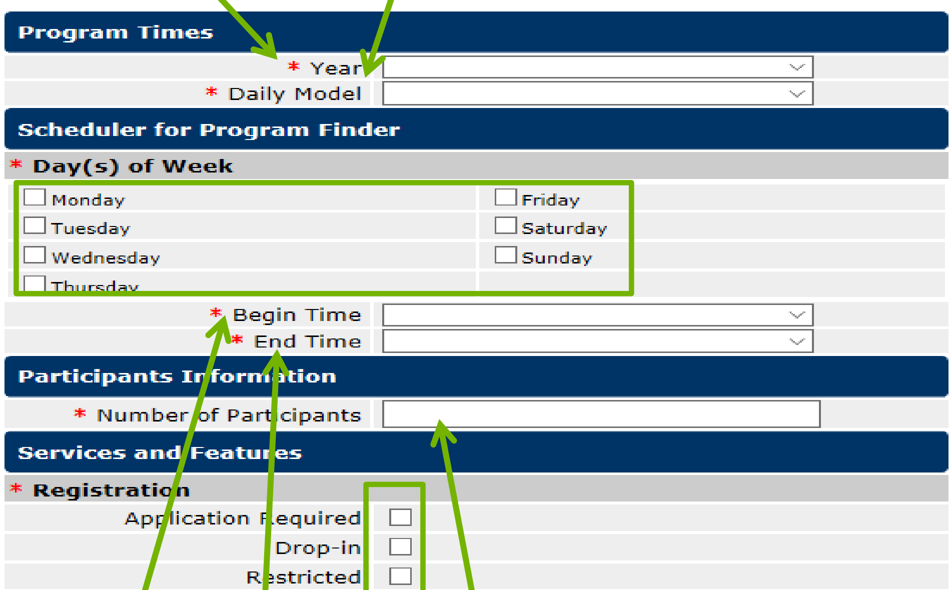


8. Enter Being and End times for each day programming is available
9. Submit by clicking on “Add Multiple Dates”
10. On the next page you will enter in the program/camp details, *please enter as many as possible*. Required fields are marked with a red star * Indicates Required Field

11. Enter in “Primary Focus Area”

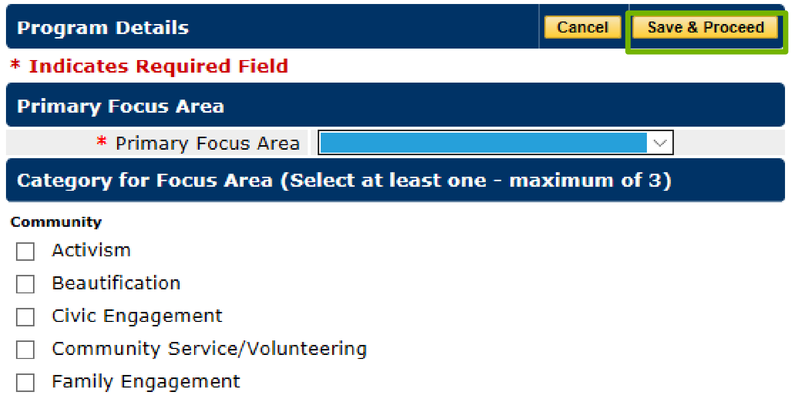


12. Select UP TO 3 Focus Area categories, *scroll down for the entire list*
13. Select Year (ex: Fall) and Daily Model (ex: Afterschool)
14. Again, check all the days the program will be offered

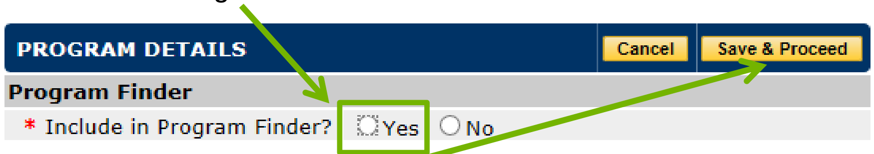


15. Specify the Begin and End time, if varies by day then choose approximate time
16. Enter the number of anticipated participants
17. Check if Registration is required

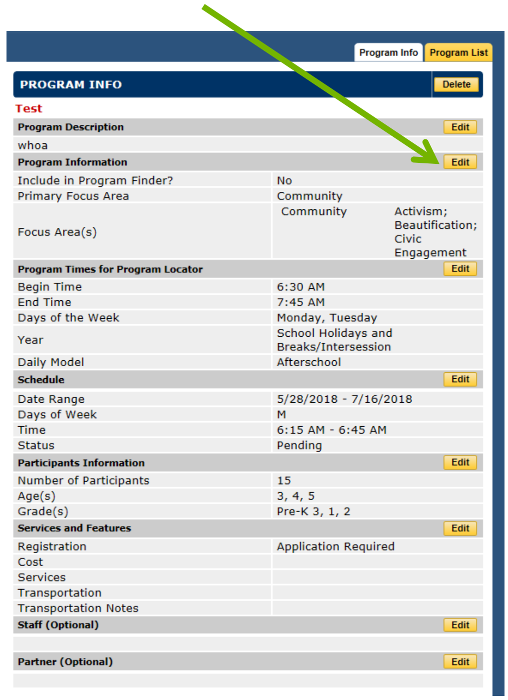
18. When you have entered all required information and anything else, click "Save & Proceed"



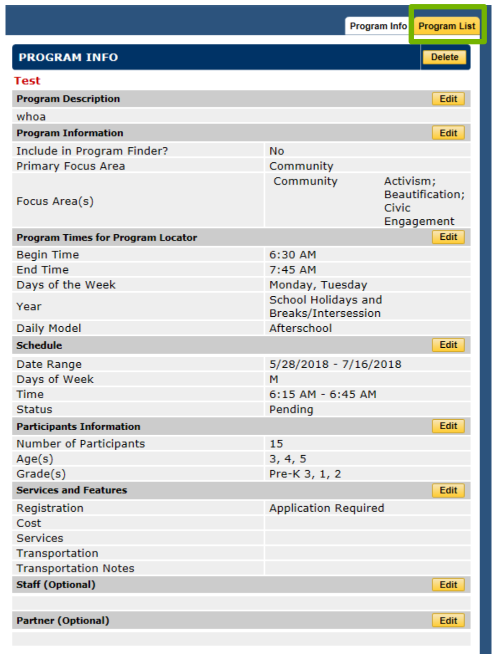
19. Check to include in Program Finder



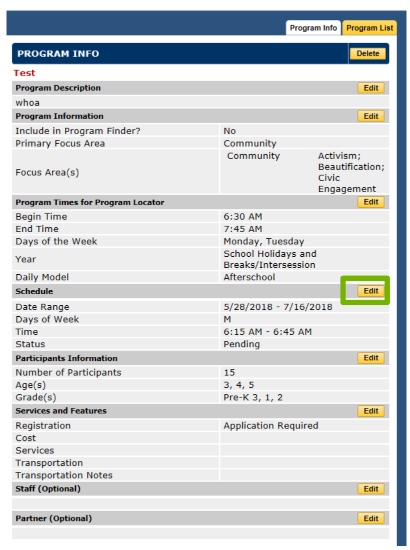
20. Click on "Save & Proceed"
21. After this the program/camp should be available on program finder
22. On the next page please review the information and make sure that it is correct
23. If you need to make changes click "Edit" for that section



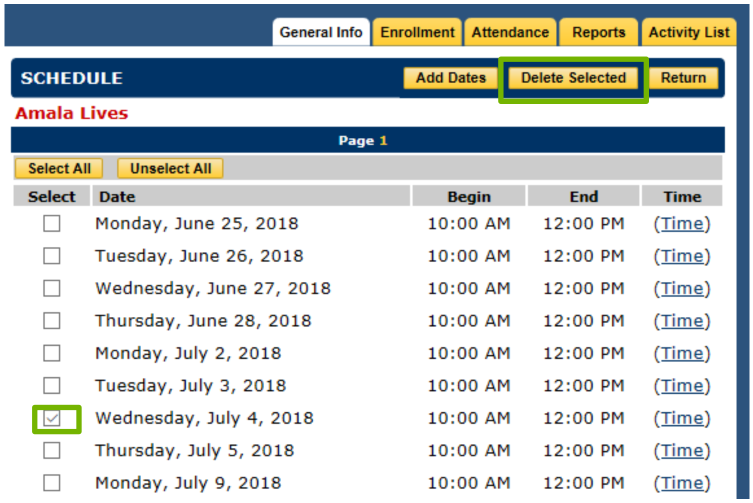
24. Then make any needed changes and be sure to click "Save"
25. Then when done with any needed changes click "Program List" to return to program/activity list



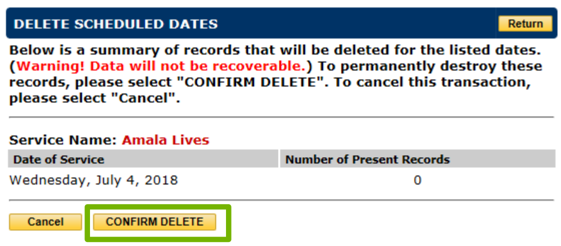
26. If you have more programs or sites, start the process again, **otherwise you are finished**
27. Once you have entered in all of your programs and sites you can check the program finder on Learn24.dc.gov (https://learn24.dc.gov/) to check they appear correctly
28. **However**, an additional step which will help later on when you want to track attendance is to go in and delete any holidays that fall during regular program days
29. To do this click on the program and then click Edit next to schedule



30. Then on the next page, select the date of the holiday or whenever the program is not being held, and click Delete Selected



31. Then on the next page click Confirm Delete



32. Then click Return at the top right to finish
33. Now these dates will not show up when you go to the attendance entry module.

G. Data confidentiality and security

Learn24 grantees should follow Learn24 data confidentiality and security policies explained in this section and in the Background Check Guidance. All student information should be considered confidential and access to it should be restricted. Learn24 funded participants' parents/guardians should sign consent forms including the consent form language in the Learn24 grant agreements.

Your organization, as a grantee of the OST Office, shall take all necessary precautions to preserve confidentiality of all personally identifiable information of participants.

Your organization should not re-disclose any information entered into the participant template or entered into the Learn24 data participant section to any outside person or entity. *Participant level data entered into the Learn24 database can only be accessed by the organization which enters that data and the OST Office.*

Your organization should destroy all participants' personally identifiable data, collected for the sole purpose of reporting requirements for the OST office grants, when the data is no longer needed for the grant activities or within 2 years of when the data is collected by your organization, whichever occurs first.

Learn24 grantees should ensure that:

- Any computer that has student information on it is *password protected* and *access to that data is controlled*.
- Any student data is only visible to the staff who need the information.
- Access to student data is limited as much as possible.
- Student information is ***NEVER emailed*** **or made available via hyperlinks maintained on a remote server, such as a Google document.**
- Any printed documents with personally identifiable information, such as date of birth, should be *kept in a locked drawer or cabinet or area that is inaccessible*. We suggest creating as few hard copies of personally identifiable information as possible.

H. Adding participants to the database

You can add participants two different ways, you can upload a list of participants using the Participant Template or you can enter each participant into the database manually. First this guide will review how to enter participants using the upload function, then it will review how to do so using manual entry. H.3 below explains how to update participant information for participants already in the system. Participants will remain in the system at the site location unless deleted. Deleting participants is not recommended and strongly discoursed. If a participant is deleted, then all of attendance information is as well.

If there is a need to transfer a large number of participants across site locations, please contact the OST Office's Data Analyst.

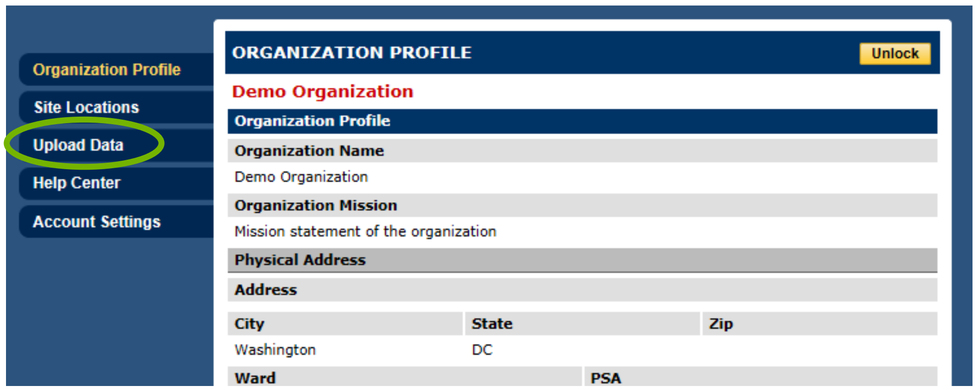
Who are Learn24 participants?
Learn24 participants are program participants whose programming is being supported by Learn24 grants. Grantees should review the grant application if there is a need for clarity.

H.1. How to upload participants
To upload participants, you will enter the required information into a Microsoft Excel spreadsheet and then upload that spreadsheet into the database. There is a document called

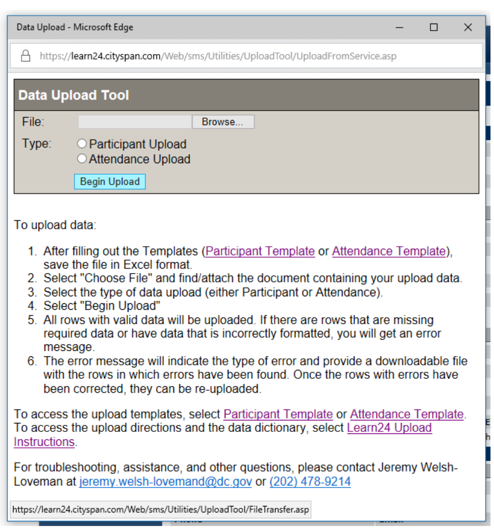
“Learn24_Upload_Instructions_Final.xlsx” which provides more details about what to enter into each column for each participant. Please download a new template from the upload pop up window as the required data fields have changed over time.

NOTE: When you upload participants it’s possible that you will get an error for some of the records or rows in the file. The database will return a file with a list of the rows with problems. However, if some rows have the information in the correct format, that information will be uploaded. *Then you should fix the data in the rows with problems and re-upload* ***ONLY*** *those rows which had errors.*

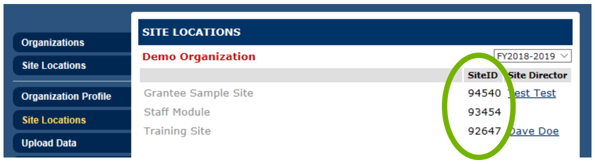
1. First log into the database by going to the URL above.
2. Then click on “Upload Data”



3. After clicking on the “Upload Data” tab you should get a pop-up window (***it’s possible your browser will block this, you need to select the option allowing pop-ups from this website***). In that pop-up you can download the two templates, one to enter participant information into (“Participant Template”) and one to enter attendance information into (“Attendance Template”), and you can also download the “Learn24 Upload Instructions” which has more information about what to enter into each column in the templates. Please download the templates to ensure you have the most up to date version. The column for grade will change based on the year, so for School Year 2020-21 the column is Grade2021. Using an old template will generate an error.



4. Five of the columns are required: SiteID, ParticipantID, FirstName, LastName, and DateOfBirth. It is encouraged that you enter data for as many of the remaining columns as possible.
    a. **Please note that if any of these required fields are missing and you try to upload the file you will get an error.** Meaning you will get an error if you forget some participants DOBs. If you don't have all of the required information, then you can add participants separately later. You can also enter in a fake DOB to create the record, but please remember to go back and fix it later on.
5. To find the SiteID go to the database and click on "Site Locations" on the left.
6. Then look for the SiteID column to find the SiteID for the site you want to add participants to.



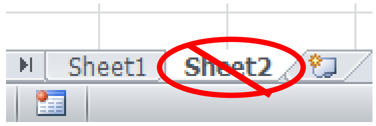
7. Take the SiteID and then enter that into the Participant Template for each participant.
    a. You will get an error if the SiteID does not match any of your organization's sites.
8. The ParticipantID is created by the grantee. It is a unique number to identify each participant and links the participant template to the attendance template. You can use an existing ID that your organization has, or you can create a new one. You can create it in whichever method you prefer, as long as it is unique to that participant. To create a new ParticipantID, your organization/site could take the SiteID, multiply it by 1000 (or just add 3 zeros to the end of the number), then add 1. That would be the Participant ID for the first student in the list. For each new student the site would just add 1. Please see the example template for how this works.

SiteID	ParticipantID	FirstName	LastName
94702	947020001	John	Doe
94702	947020002	Jane	Doe

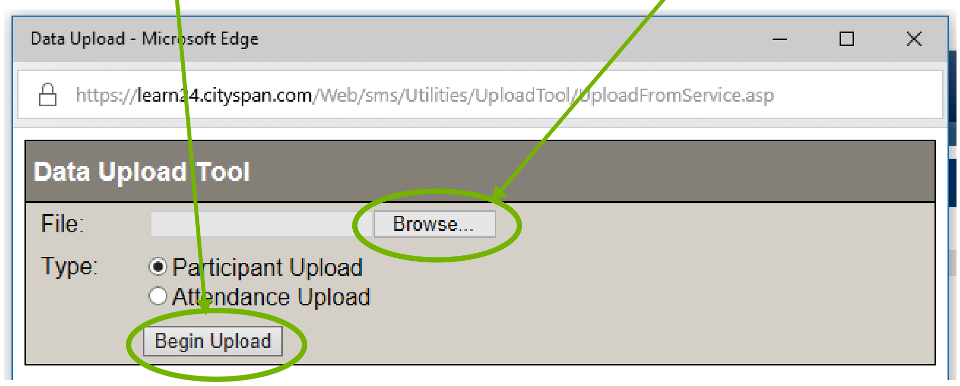
The ParticipantID is unique to the site. Participants who are active at multiple sites would need multiple ParticipantIDs and would be entered multiple times.

9. After you have added in the ParticipantID and the SiteID simply add their first and last name to the template.
10. ***You can add in participants for multiple sites to the same template, but please be careful to enter in the correct SiteID. If a participant is enrolled at multiple sites, they will need to be entered multiple times.***
11. Then add in their date of birth to the DataOfBirth column, making sure that it is in the format MM/DD/YYYY.
12. Now you have added in all of the required information to create the participant in the database.
13. *For some of the columns (State, Grade, Gender, Ethnicity, Race) only certain values are accepted. The Participant Template will have instructions for the optional columns so when you click on one of the cells a message will pop-up with instructions. Furthermore, for the columns that have dropdown values (Grade, Gender, Ethnicity, Race) when you click on the cell in excel you can select the proper option from the dropdown menu.*

14. Once you have entered in all the participants you want to be enrolled in the program, to add the participants to the system go back to the Data upload pop-up window from before and check the “Participant Upload” bubble.
15. The upload tool only looks at the first worksheet of the excel document, so do not put information on additional worksheets as that information will not be read into the database.



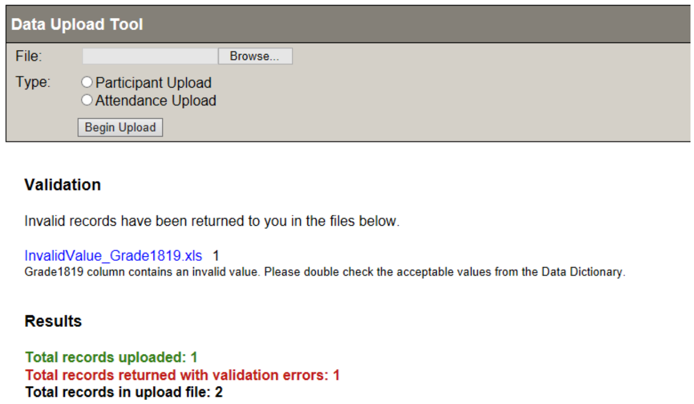
16. Then go to “Browse” and find and select the participant template you filled out.
17. Click “Begin Upload”



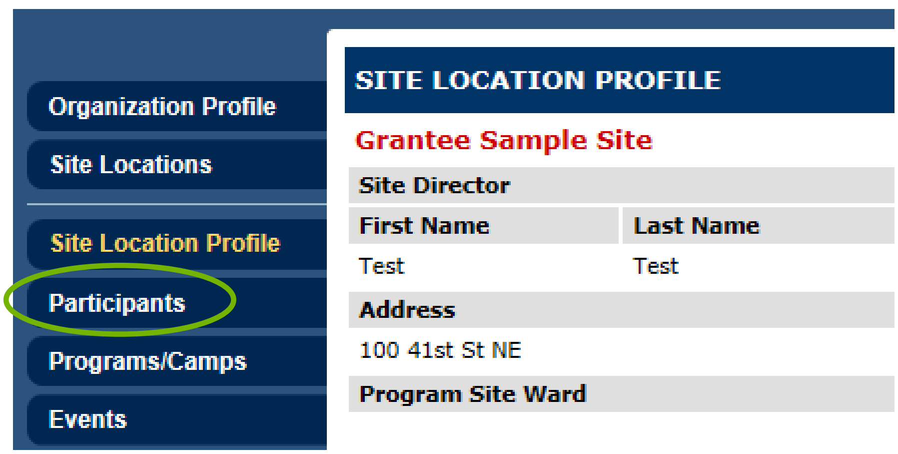
18. It might take a little time for the upload to go through.
19. After the file has been uploaded you should get a message in the pop-up window either confirming there were no errors, or it will note that there were errors.
    a. **NOTE: The file has to be in excel format, this means it ends in .xls or .xlsx. If it is in the wrong format you will get an error.**
20. *IF THERE WERE ERRORS* it should return a spreadsheet file in the pop-up window indicating which column has the error. You will need to open that file and check that all of the cells in the excel sheet are in the proper format. Please refer to the data upload instructions file. For example, if you enter “5th” in the “Grade1718” column then you will get an error. The correct entry is “5”. **In the template itself and the *Accepted Values* column of the Learn24 Upload Instructions you will see the values you can enter for fields whose *Data Type* is Dropdown. For those dropdown fields you can only enter values that are in the *Accepted Values* column.**
    a. *The dropdown fields, meaning fields where only specific values are accepted, include:*
        i. State (please use two letter abbreviation)
        ii. Grade1718
            a) For this enter in just the grade number, such as 1, NOT 1st. You can also enter in PK-3, PK-4, or K.
        iii. Gender
            a) Accepted values: Female, Male, Other, Does Not Identify, Did Not Respond
        iv. Ethnicity
            a) Accepted values: Hispanic or Latino, Non Hispanic or Latino, Did Not Respond
        v. Race
            a) Accepted values: American Indian and Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White, Other, Did Not Respond, Multiracial

You might also see an error file called “InconsistentData”. This would occur if, for example, you uploaded a participant who is already in the system at that site (matched on name and DOB), but you uploaded them with a different ParticipantID number. If the participant is already in the system you don't need to upload them again and should delete them from the Participant Upload Template.

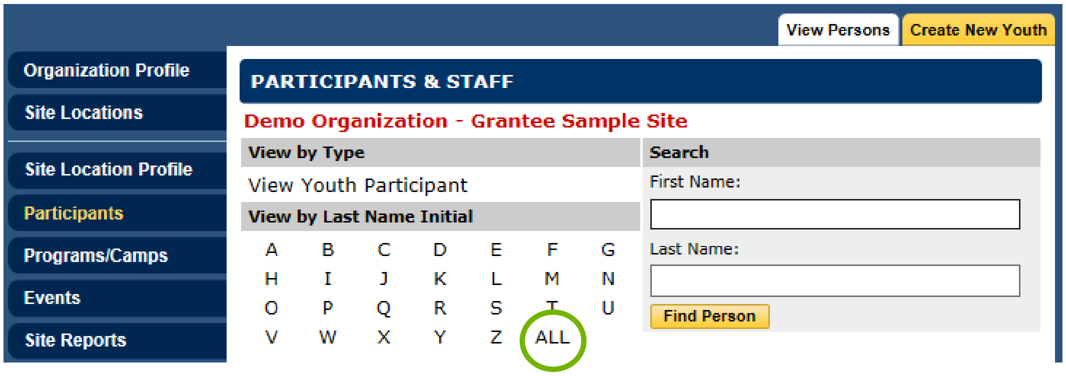
21. For example, below is the result if one were to upload a file with two participant records. One participant had all their information in the correct format and was uploaded. The other participant record had an incorrect value for the Grade1819 column. To fix this you can just download the "InvalidValue_Grade1819.xls" file, make sure the value is one of the accepted values and re-upload. You don't need to re-upload the one record that was correct, just the records/rows in the InvalidValue file.



22. If you did not get any errors, then you should be finished entering participants.
23. You can then go to "Site Locations", click on the site you uploaded participants for, and then click on the Participants tab. You can then check to ensure the information was uploaded correctly.



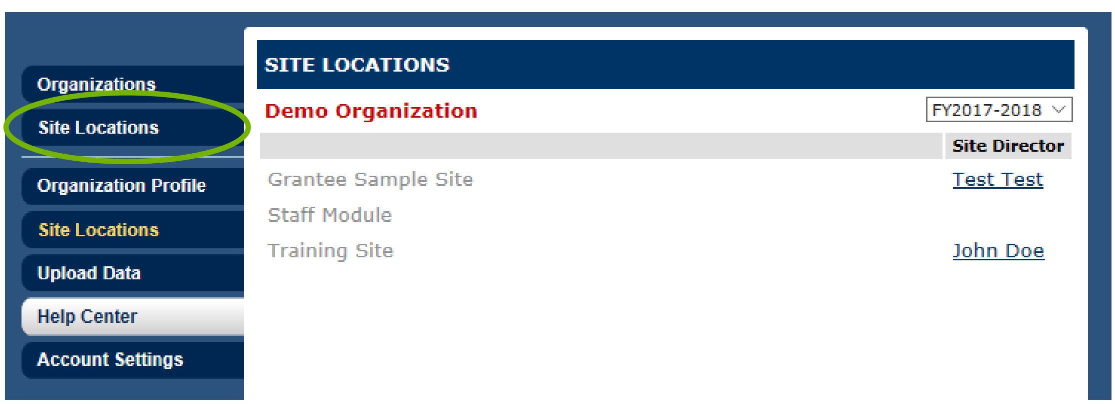
24. Then click "ALL" to see the full list of participants now in the database for that site.



H.2. How to manually add participants

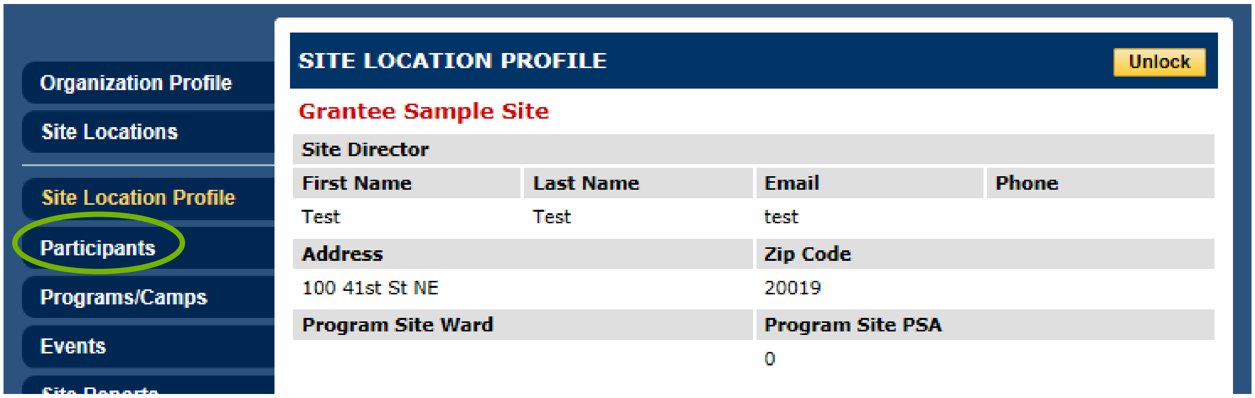
If you would prefer to avoid using excel, then you can enter in the information manually into the database interface in your browser. This option might be preferable if you are uncomfortable using excel or if you have a small number of participants.

1. To manually add participants first click on the “Site Locations” tab to the left.
2. Then select the site you want to add participants to.

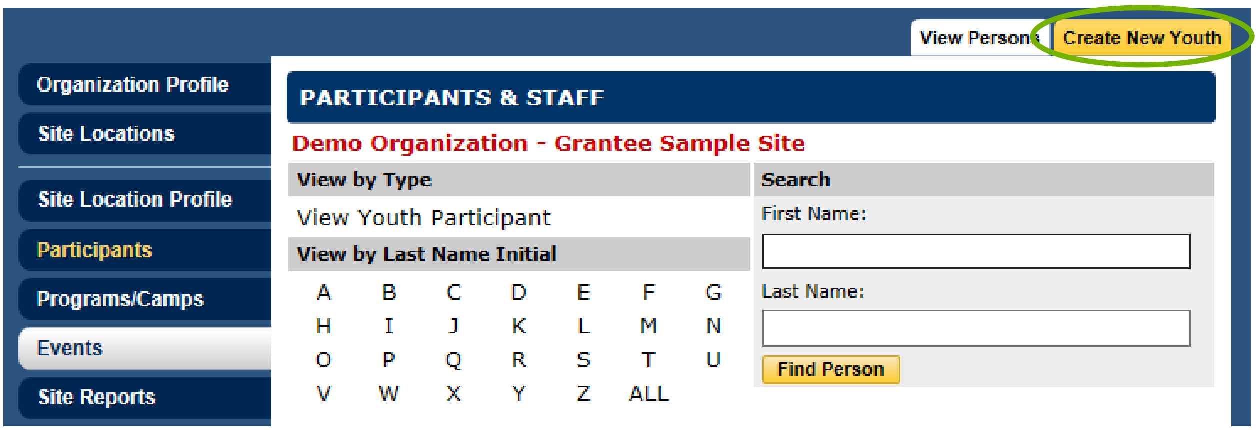


NOTE: Participants are added for specific sites, so if you have a participant at multiple sites, they will need to be added multiple times.

3. Then click on the participants tab on the left.

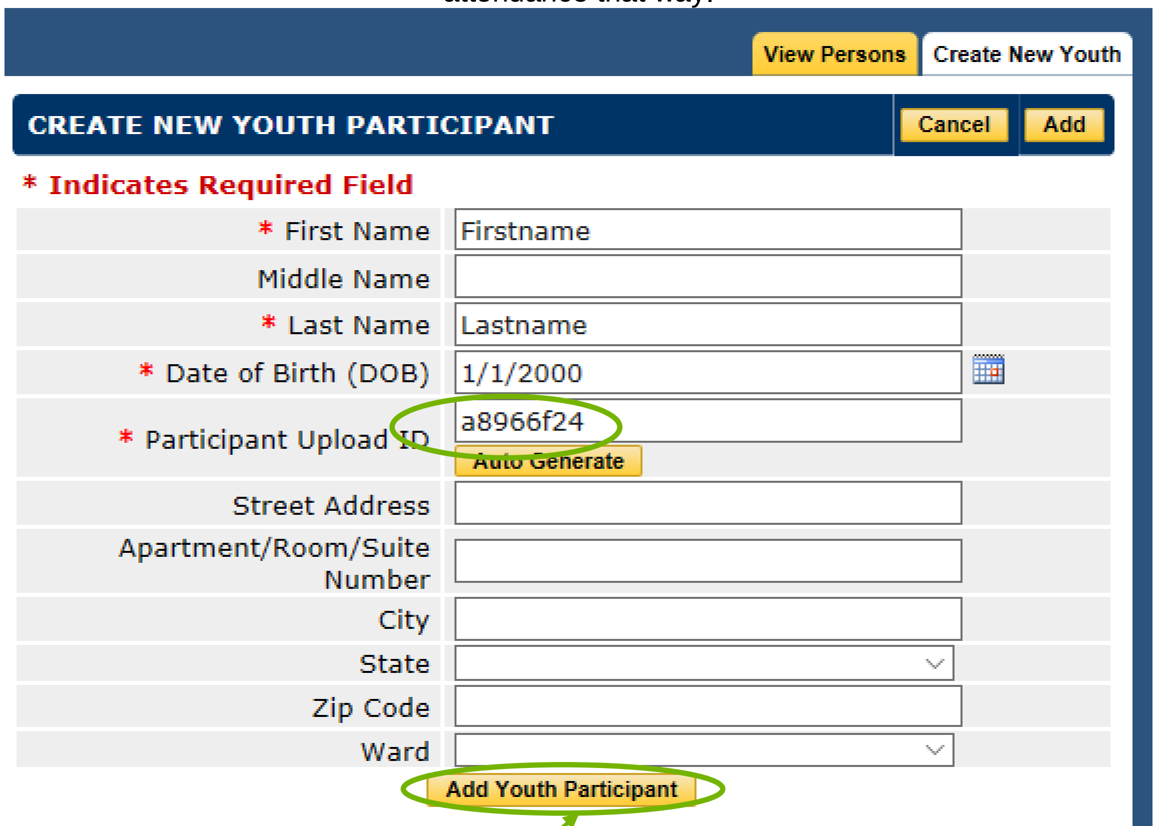


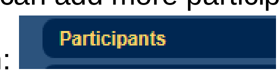
4. Then click on “Create New Youth” in the top right.



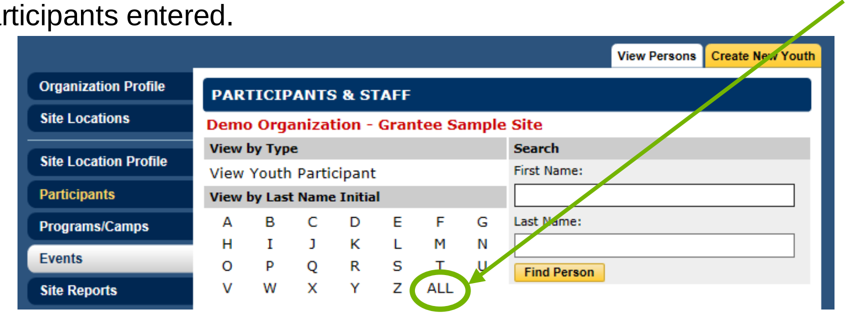
5. To add the participant into the system, enter in the required fields. To create the Participant Upload ID, click the “Auto Generate” button. The Participant Upload ID can then be used to enter into the attendance upload template if you want to enter

attendance that way.



6. When done click "Add Youth Participant"
7. The page will then reload with the fields empty so that you can add more participants.
8. When done you can click on "Participants" on the left again: 

9. To check to ensure all participants were entered you can then click on "ALL" to see a list of all participants entered.



10. Once all participants are added to the system you can begin to enroll them into the program.

H.3. How update participant information

It's possible to update participant information by clicking on the Participants tab on the left. You can then search for participants by first letter of the last name or by clicking on ALL under View by Last Name Initial. Then click on the Participant, make any edits needed and then when done click Save in the top right.

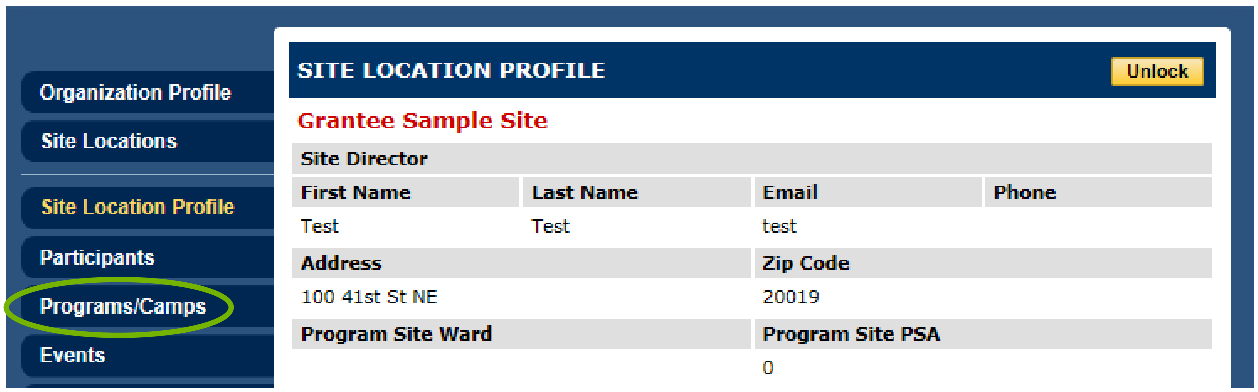
You can also update many participants at once using the participant upload template. To do so simply fill out the participant upload template with the **SiteID, name, and date of birth** of participants already in the database. Then upload the template as you would for new participants. This means clicking on the Organization profile page, then clicking on Upload Data to the left. A window should pop out. Then click on Choose File, select the document you just added the information to and then select Participant Upload. Then click Begin Upload and the participants information should be updated. The name and DOB need to exactly match what is already in the system.

I. Enrolling participants into programs

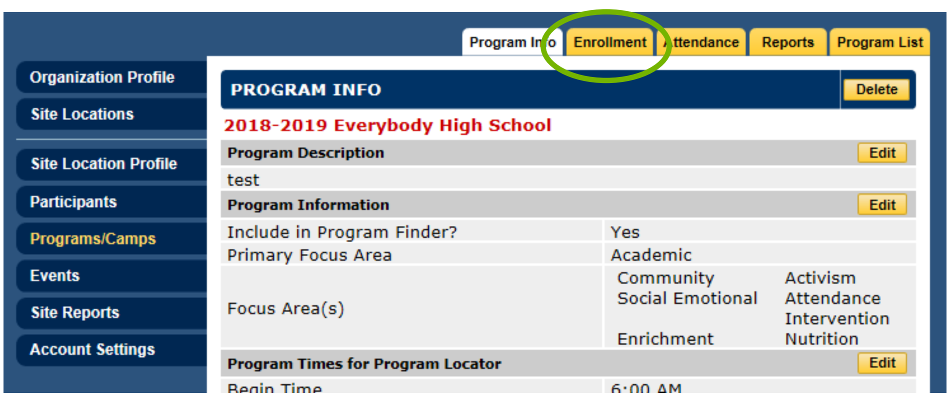
Once participants are added to a site in the database they can be enrolled. They must be enrolled before their attendance can be entered. In the Learn24 database participants are attached to a site, so they must be added to a site before they can be enrolled in a program at that site.

Please note that if you use the attendance template to upload attendance then that will automatically enroll participants. Their enrollment date will be the first date they are marked as having attended the program in the attendance upload excel document. You can refer to the next section on how to upload attendance.

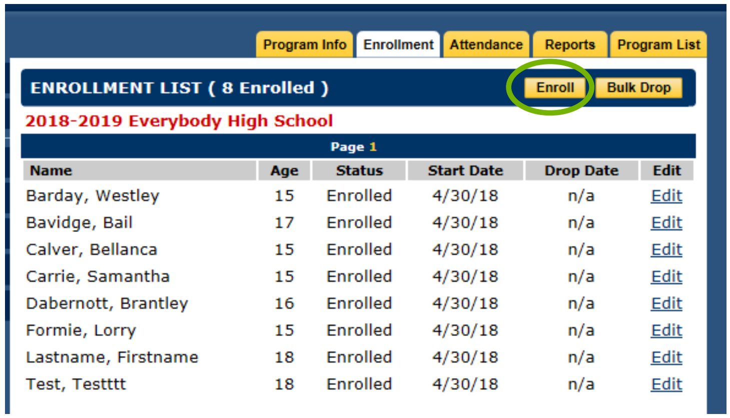
1. To enroll participants first you will need to find the program you want to enroll participants in. Do this by clicking on Programs/Camps



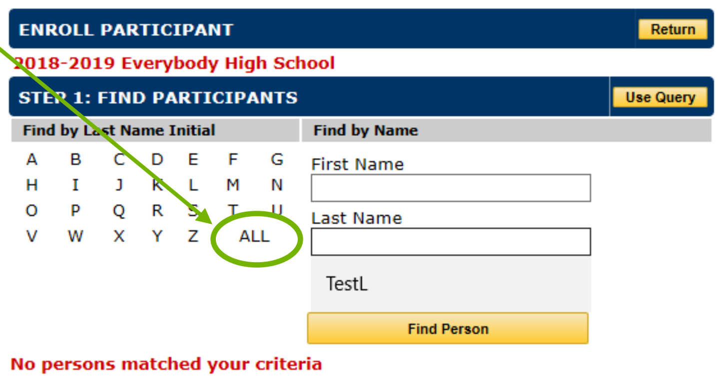
2. Find the program you want to enroll participants in and select that program from the list.
3. Then select "Enrollment" at the top.



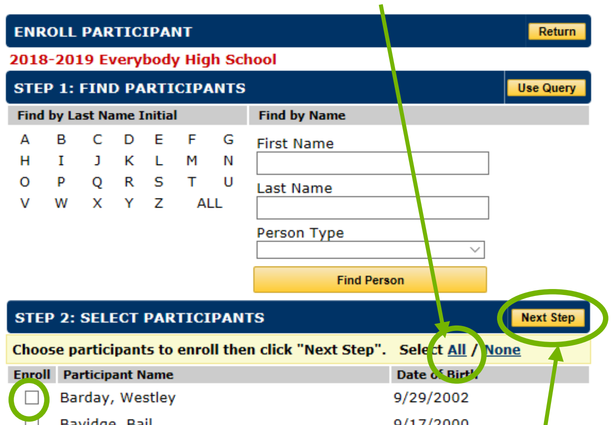
4. If you have already enrolled some participants, you will see a list of those enrolled. If you have already enrolled participants and want to enroll more then select "Enroll"



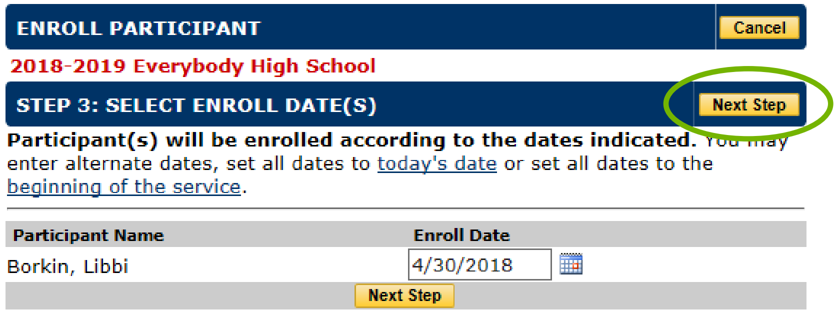
5. Then you can either enter participants individually by searching for them by name or by the first letter of their last name, or you can simply look at all participants by selecting "ALL".



6. Then you can select individuals by checking the box to the left of their name or if you want to enroll all participants you can select "All"



7. Then click "Next Step"
8. Set the enrollment date and click "Next Step" again.

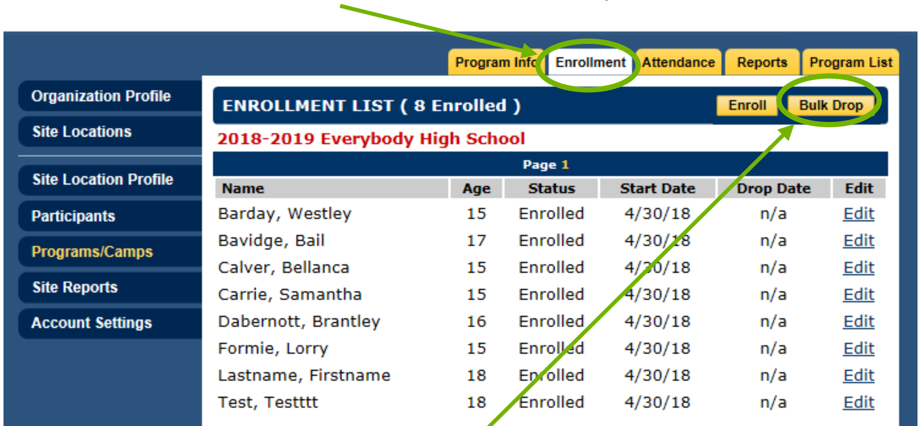


9. Then click “Done” on the next screen.
10. Repeat until all participants have been enrolled.

J. Unenrolling participants from programs

You can also unenroll participants from the system, which might make it easier to track attendance.

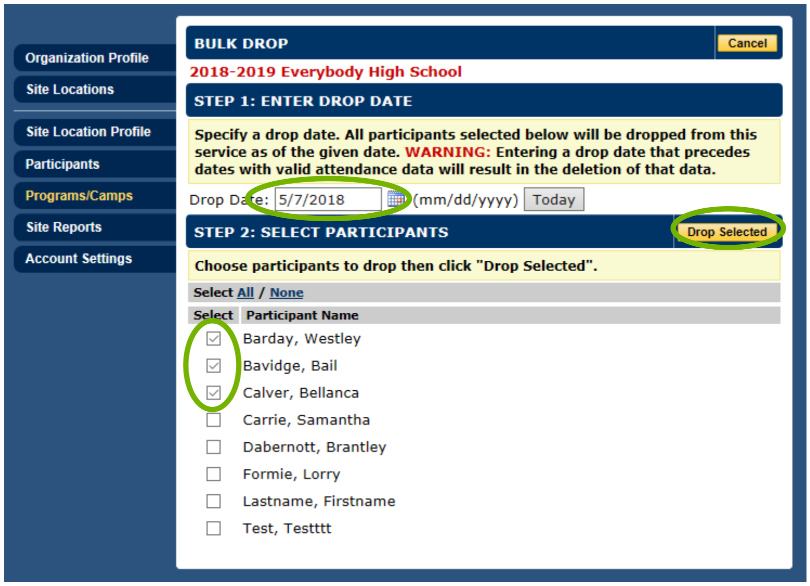
1. To do this go and click on the program you would like to unenroll students from.
2. Then click on “Enrollment” tab at the top



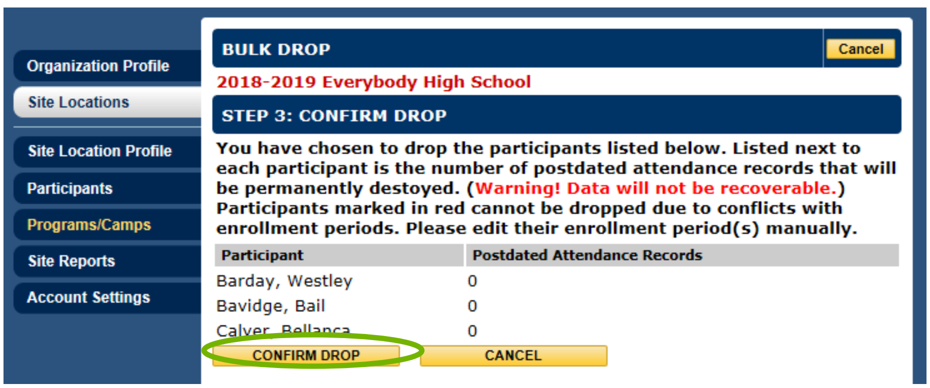
Note: These are not real student names

3. You can then click “Bulk Drop”

4. You can then select which students to drop, enter in the day you want to stop their enrollment (it must be a day during the program) and click “Drop Selected”



5. Then just click “Confirm Drop”



6. Then they are dropped, they will still appear on the enrollment list but be marked as “Dropped”.

A. Tracking attendance

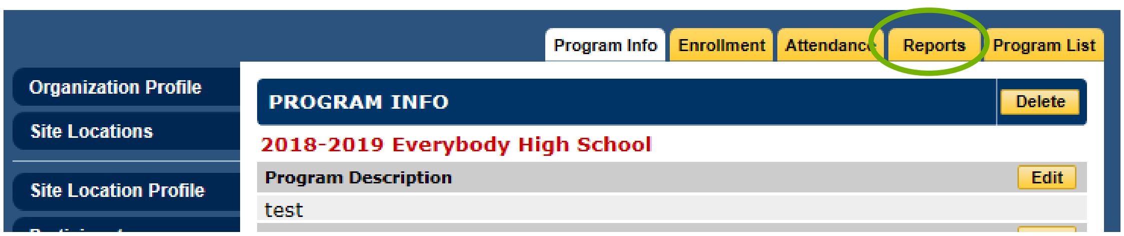
Similar to adding participants to the site/database, you can track attendance either by uploading it in a spreadsheet or by entering it directly into the database's web browser interface. It's often easier for programs to enter attendance in this way. If a program has their own, separate database, or a staff member who can reform their existing data then the upload method might be easier. If an organization already has a database, then hopefully they can work with their database vendor to output their attendance in the format needed for upload.

This section will examine how to track attendance for group programs, for one on one programs such as mentoring, where there is one staff member or volunteer and one participant, there is a separate module for attendance tracking and that is covered in the 1-1 Activity section. *The OST Office asks that programs which enter attendance manually try to enter attendance **weekly**. Organizations with their own, separate database, in which they track their attendance, can upload that attendance less frequently.*

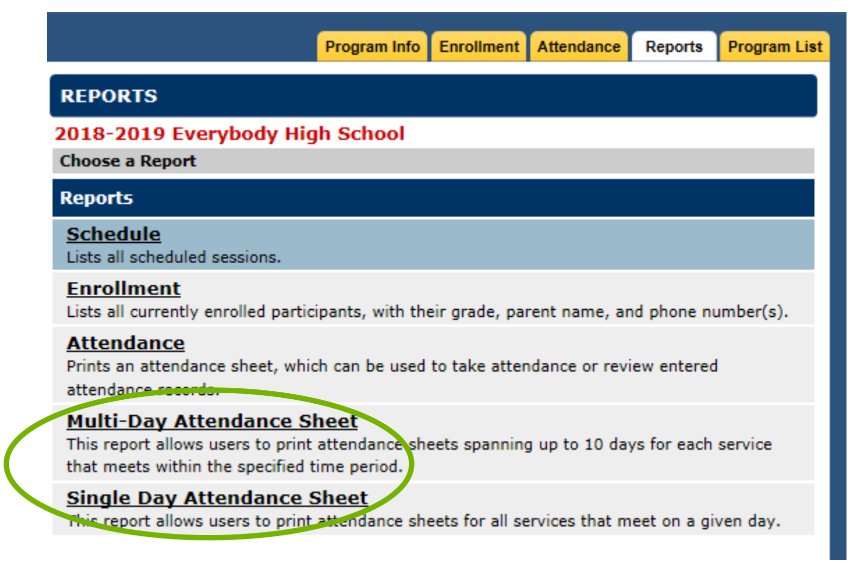
K.1. How to print attendance sheets

One useful function of the Learn24 database is that once you have enrolled participants in the program you can print out attendance sheets that will help you track attendance.

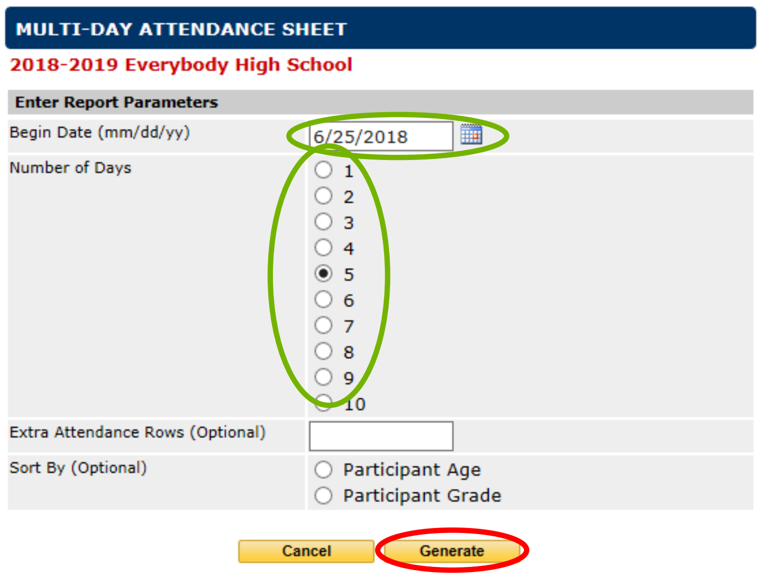
1. To do this click on the program's site then click on "Programs/Camps".
2. Then select "Reports" at the top



3. On this Reports page you can select either a "Single Day Attendance Sheet" option or a "Multi-Day Attendance Sheet"



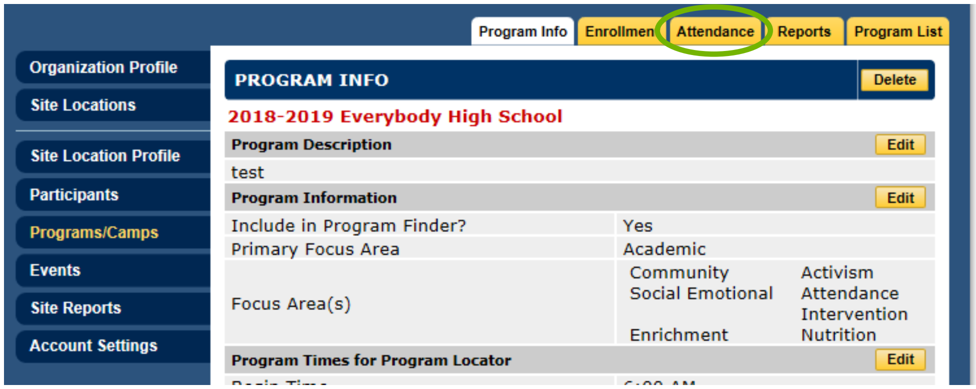
4. If you would like a multi-day attendance sheet, which might be the easiest option if you want to track attendance weekly, then select that option.
5. You'll then need to customize the report by selecting the "Begin Date" such as the Monday.
6. Then select the number of days you want to include, for example 5 or 7 if you want to do a week.
7. Then you can also add extra attendance rows if you think you might get new participants.
8. Then you can decide if you want to sort by something other than name, such as Age or Grade. By default, the list will be sorted by name.
9. Then click Generate and it will take a few seconds and generate a PDF which you can then save and/or print out to take attendance.



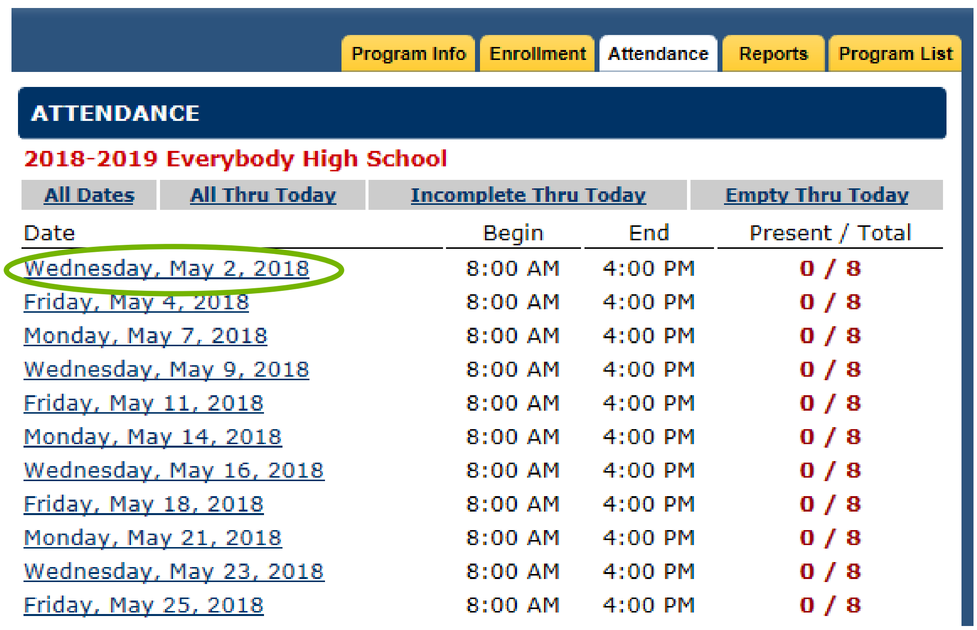
K.2. How to track attendance by day directly in database

Once participants have been enrolled in a program you can enter their attendance directly through the database. For organizations without an existing or different database it is probably easiest to enter attendance manually. *We request that you try to enter attendance weekly*. A good practice might be to use the multi-day attendance sheets to track attendance each day and then at the end of the week refer to those attendance sheets as you enter in attendance into the system. Attendance only database user accounts can be created that can only track attendance.

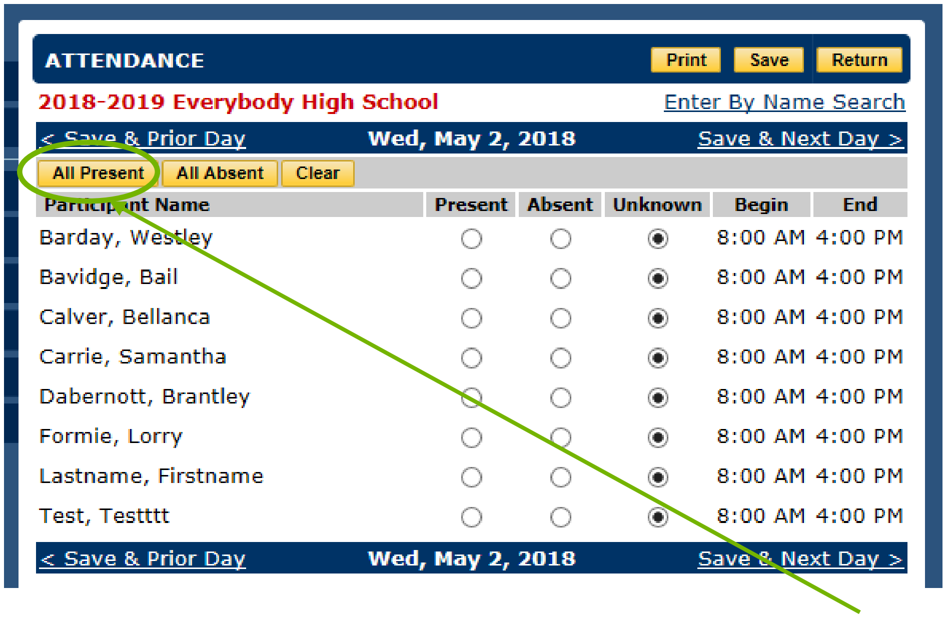
1. To manually enter attendance first select the Program/Camp you want to enter attendance in.
2. Then select the "Attendance" tab at the top of the page.



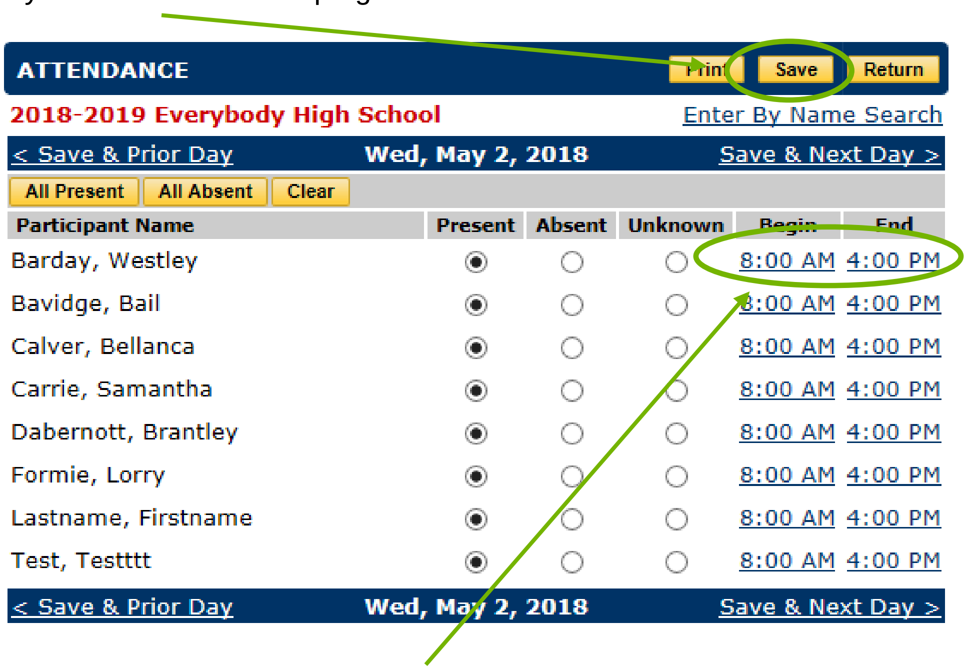
3. Then select the date you want to enter attendance for. The dates available are based on the schedule you entered when you entered in the program level information. By default, the dates that will appear on this screen are the ones without attendance records.



4. Then you will see a list of all the participants enrolled in the program. You can go through and individually mark participants as present or absent.

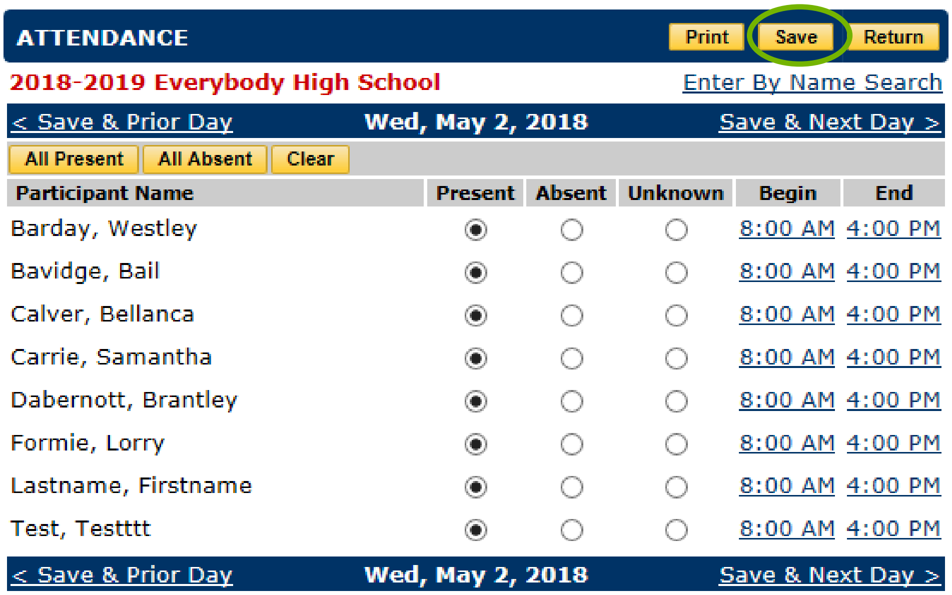


5. If most of the participants were present it might be quicker to click “All Present” and then select those that are Absent (or the opposite).
6. Then you can Save in the top right.

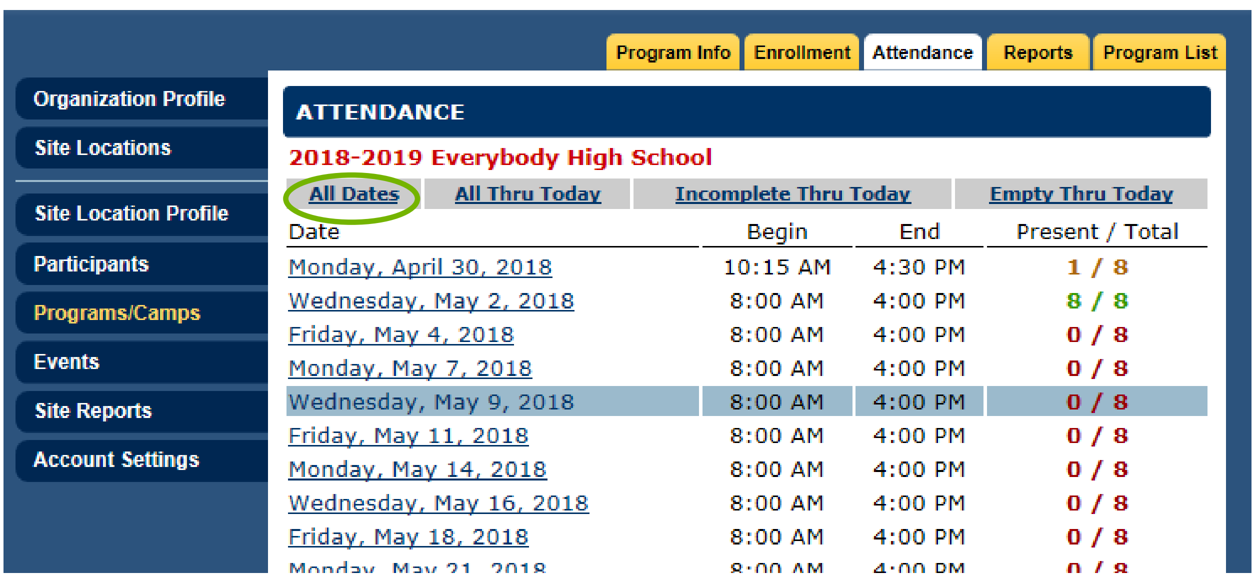


7. **After hitting save** you can also change the start and end time if you would like by clicking on the Begin and End time for the individual.
8. Adjust the Begin and End time if needed 

then click Save Again.
9. Once you have finished marking all of the participants Present or Absent click “Save”.



10. Then you can click “Return” and enter in other dates.
11. **If you want to immediately do the attendance for the next day you can click** Save & Next Day >
12. In the Attendance page by default you will see the dates for which attendance has not been entered, but if you select “All Dates” you will see all days, including for ones where you have entered data so you can see how many were present.

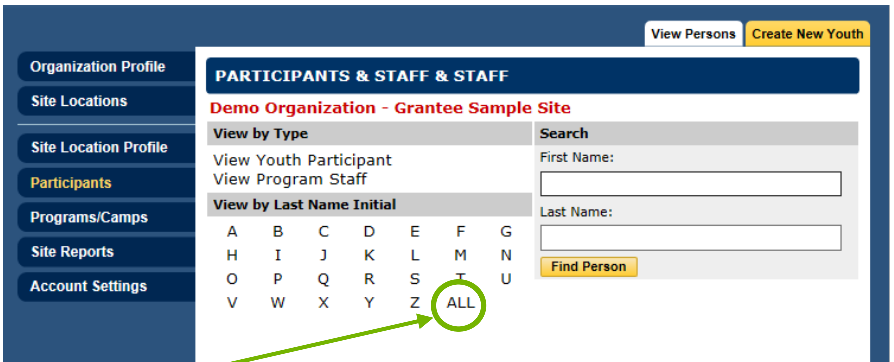


13. Once you have entered in attendance for the week you are all done!

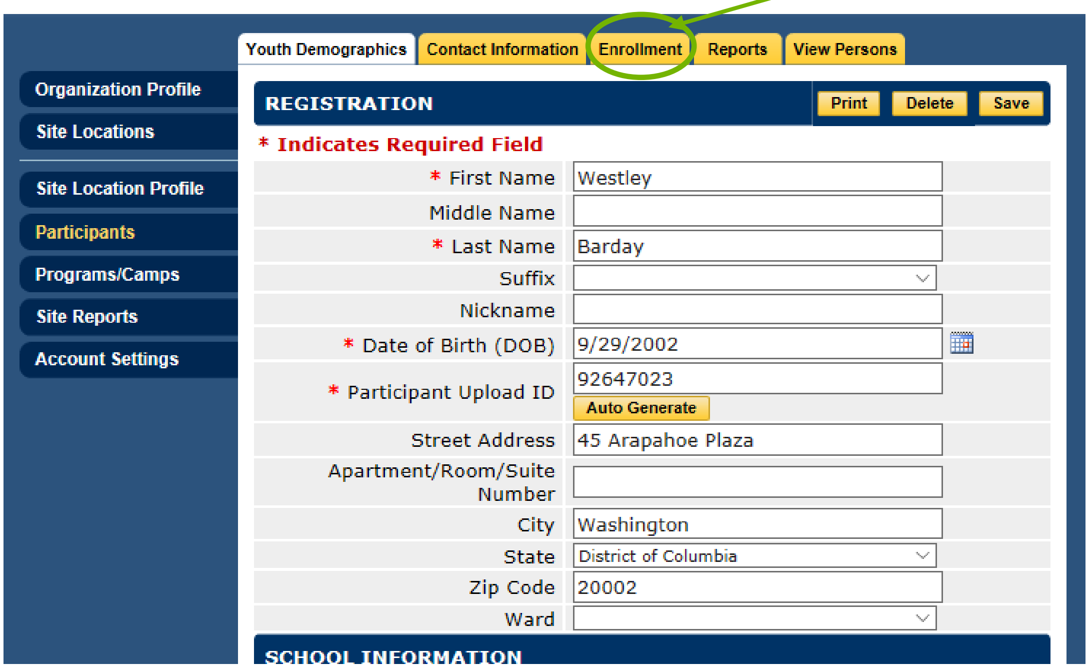
K.3. How to manually track attendance by participant

You can also track attendance by participant, this likely wouldn't be the most expedient way to track attendance in general, however if you'd like you can select individual participants and enter their attendance for multiple days.

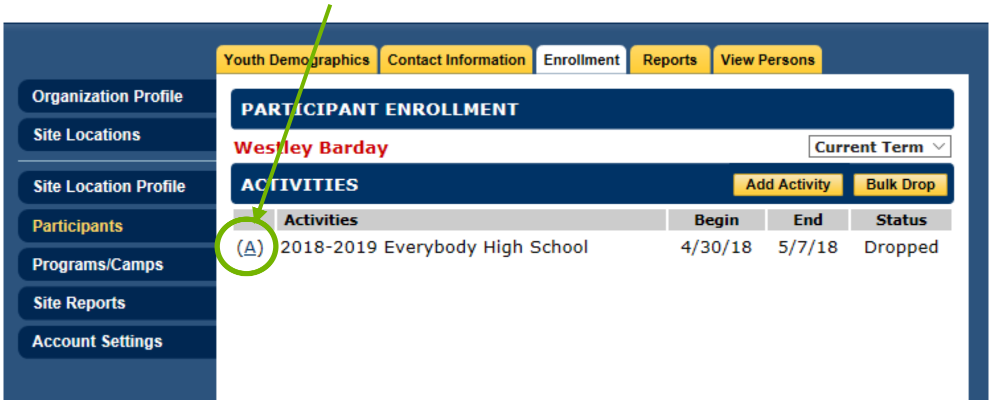
1. To do this you will need to go to the participants tab.



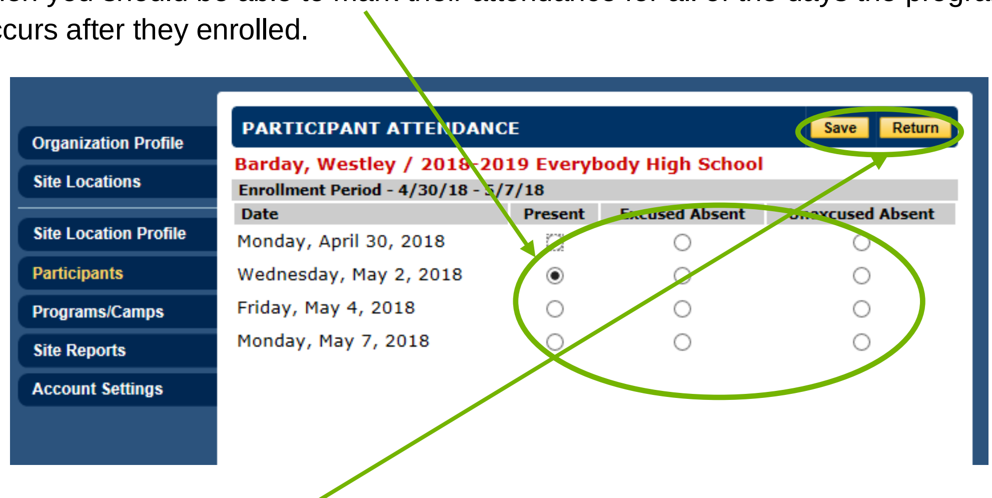
2. Then click "All" or you can search manually for the participant.
3. Then you can select the participant you want.
4. Then once you are on that participant's profile page you can select "Enrollment" at the top.



5. Then to the left of the program they are enrolled in for which you want to track their attendance you can select (A).



6. Then you should be able to mark their attendance for all of the days the programming occurs after they enrolled.

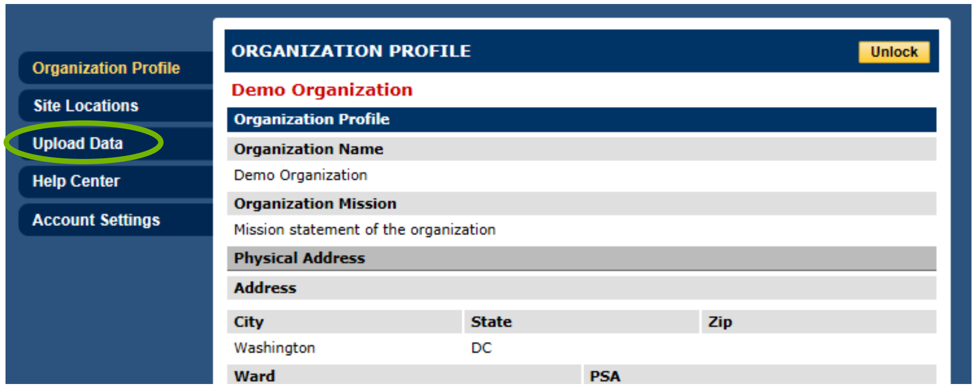


7. Then when done click Save and then Return.
8. Then you are all done, or you can go on to do this for another participant.

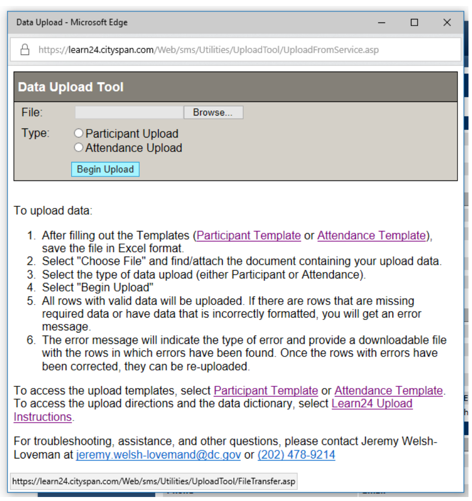
K.4. How to upload attendance

To upload attendance, you will enter the required information into a Microsoft Excel spreadsheet and then upload that into the database. There is a document called "Learn24_Upload_Instructions_Final.xlsx" which provides more details about what to enter into each column for each participant. You do not need to enroll someone in the program before uploading their attendance; they will be enrolled in the program in the database if they are included in the attendance upload file and are marked as having attended that program for at least one day.

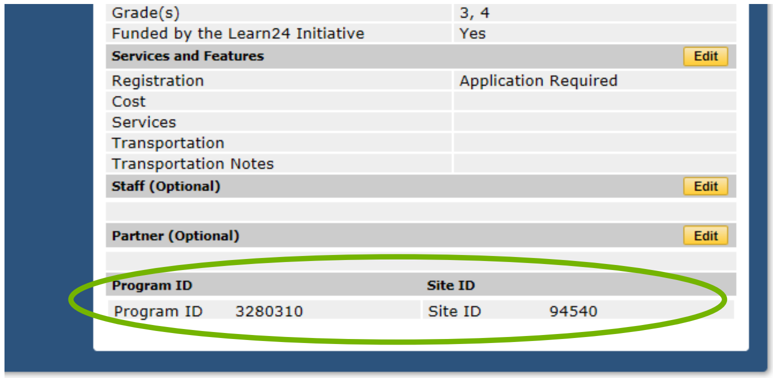
1. First log into the database by going to the URL above.
2. Then click on "Upload Data"

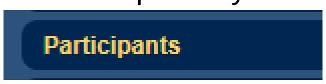


3. After clicking on the “Upload Data” tab you should get a pop-up window (*it’s possible your browser will block this, you need to select the option allowing pop-ups from this website*). In that pop-up you can download the two templates, one to enter participant information into and one to enter attendance information into, and you can also download the Learn24 Upload Instructions which has more information about what to enter into each column in the templates.

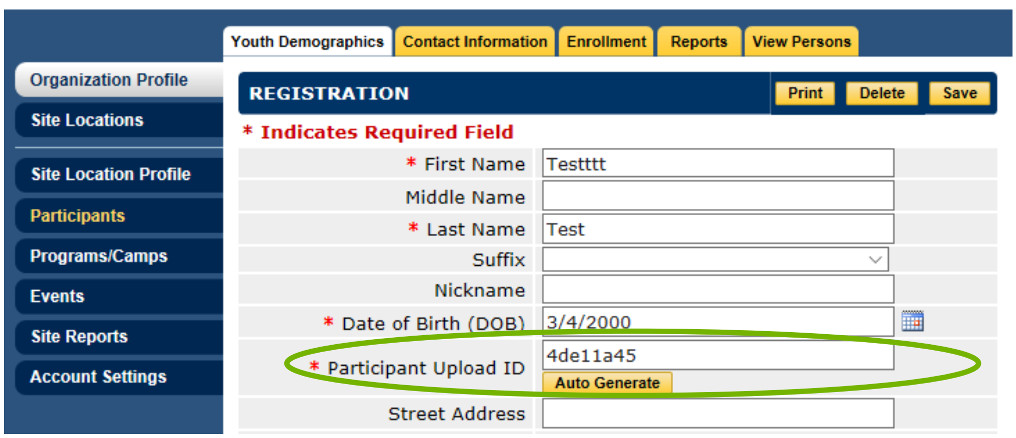


4. There are four columns in the Attendance Template, and they are all for required information.
5. To find the SiteID and ProgramID go to the database and click on “Site Locations” on the left. Then select the Site. Then click on Programs/Camps and select the Program/Camp where you want to track attendance. At the bottom of the Program Info page will be the Program ID and the Site ID.



6. Take the SiteID and ProgramID and then enter that into the Participant Template for each participant.
7. To find the ParticipantID you will need to go back to the Participants tab as explained above: 

8. Click on the individual participant and then look in their profile to the number labelled “Participant Upload ID”

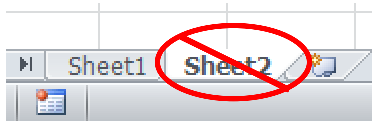


9. You can also generate a list of ParticipantIDs by click on 

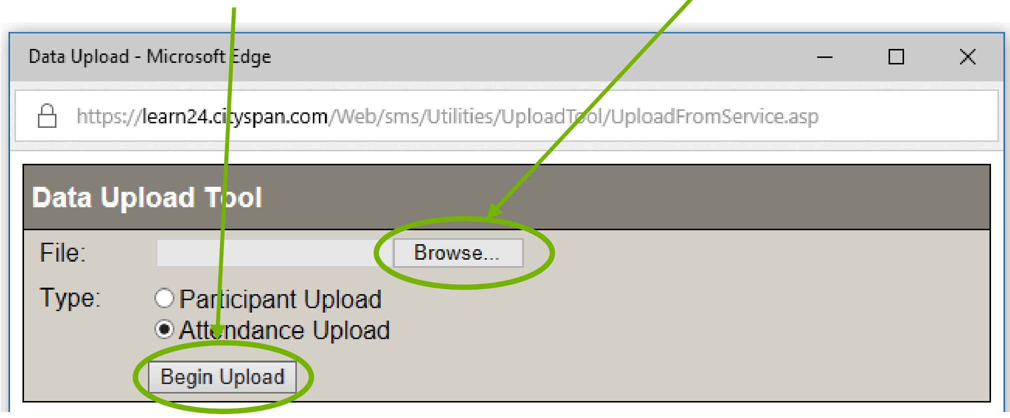
to the left. Then generate the Attendance report. In the attendance report some of the worksheets are at the Participant level and include the ParticipantIDs.
10. Enter in the ParticipantID into the template. Then add the date of attendance.
11. You’ll need to add a new row for each date, so if participant 54541321 attended program 4286477 at site 47774 on 6/26/2018 and 6/27/2018 the template should look like below.

SiteID	ProgramID	ParticipantID	AttendanceDate
47774	4286477	54541321	6/26/2018
47774	4286477	54541321	6/27/2018

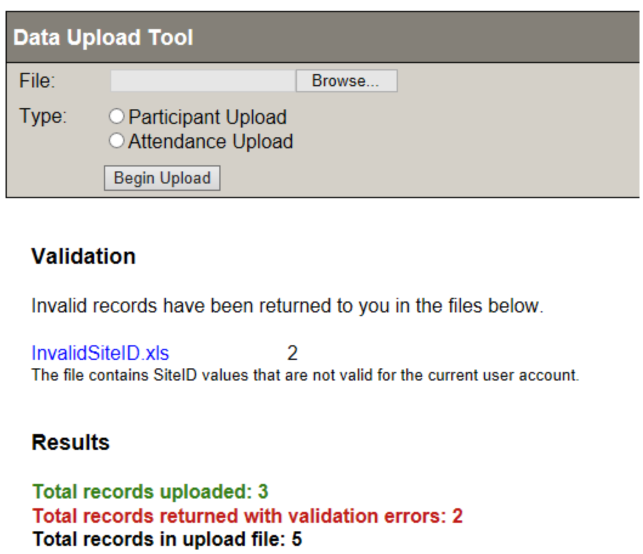
12. You can have attendance data for multiple programs/sites/participants in the same spreadsheet. Similar to the participant template, all the data needs to be on one, the first, worksheet in the template.



13. Once you have entered in the data OR downloaded the data from your database and put the data in the proper format then you can go back to the Data upload popup window from before and check the “Attendance Upload” bubble.
14. Then go to “Browse” and then find and select the attendance template you filled out.
15. Then click “Begin Upload”.



16. It might take a little time for the upload to go through.
17. After the file has been uploaded you should get a message in the pop-up window either confirming there were no errors, or it will note that there were errors. In the example below 3 records were uploaded and 2 had errors. The error was the SiteID value did not match a SiteID for that organization. Those two with errors are in the InvalidSiteID.xls file. You can fix that file then re-upload.

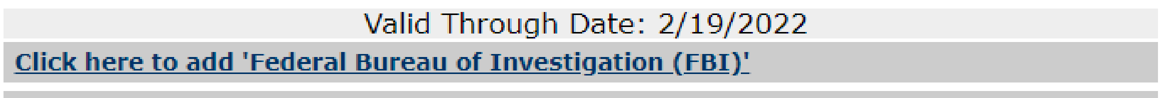


18. By including a participant in the attendance upload file, it means they attended at least one day, and they will automatically be enrolled in the program.

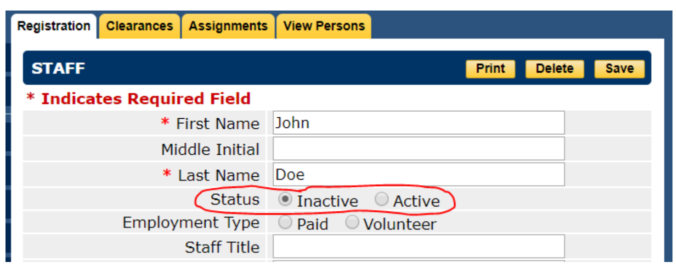
B. Staff information

Grantees should also enter in Learn24 program site staff members to the database and enter in information about their clearances. Programs can then use this information to ensure clearances stay up to date. **If the clearance or certification document contains confidential information, such as the full Date of Birth (DOB) or Social Security Number (SSN), please black out or obscure the confidential information before it is uploaded.** Once the clearance documents are uploaded, they can't be downloaded by the user to protect staff privacy. If you'd like a copy, please email the OST Office.

If a staff member's clearance has expired: If a staff member already has a clearance uploaded, but that clearance has expired, you can/should upload a new one without deleting the old one. To do so click on the links below the existing clearances that say, "Click here to add…" and add the new clearance just as you added the old one. DO NOT delete the expired clearance.



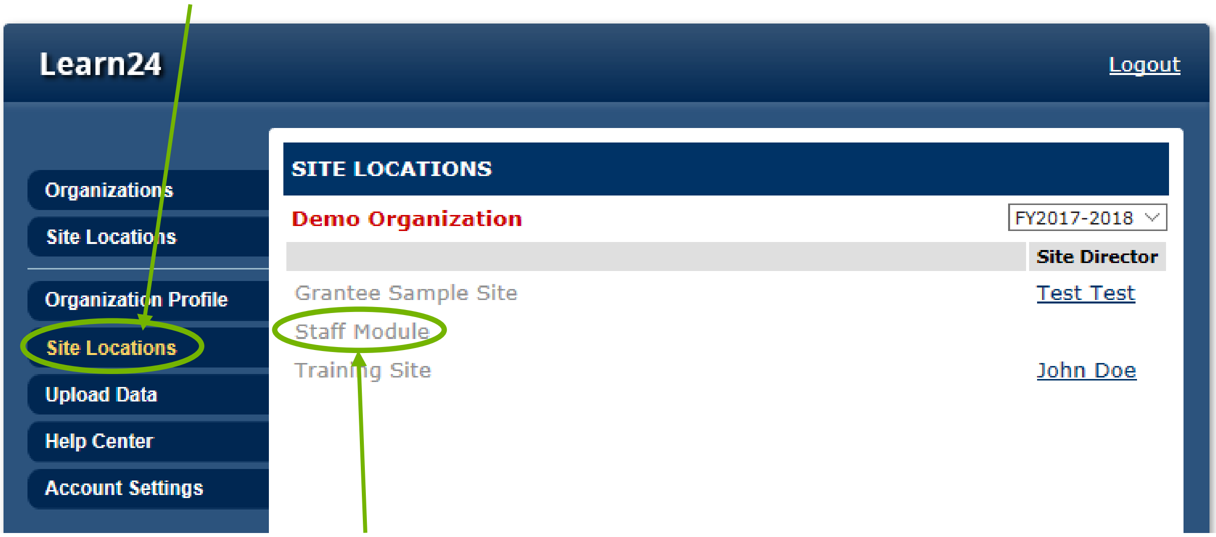
If a staff member has left your organization: Don't delete the record, instead mark the staff member as Inactive. To do so go to the Staff Module, click on the staff member in question. Then in the Registration tab there is a bubble for Inactive, mark that.



L.1. How to add staff and track their clearances

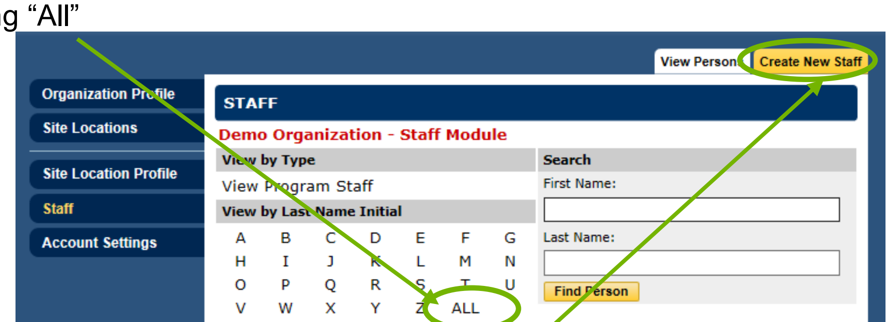
To add staff to the system you will need to click on the staff module.

1. The staff module appears as another site in the site locations list. So first click on "Site Locations"

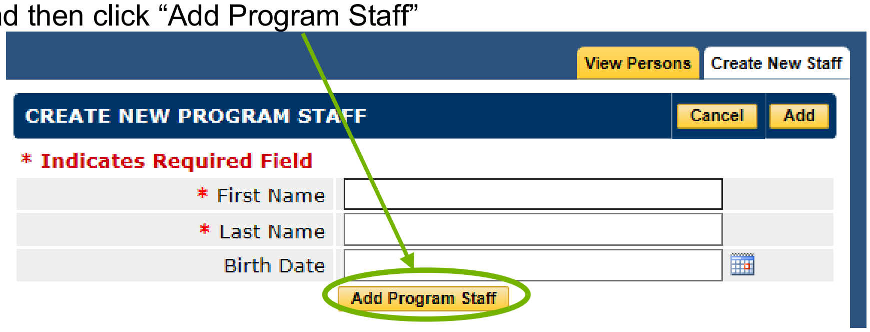


2. Click on the "Staff Module" to enter in staff members or edit their information

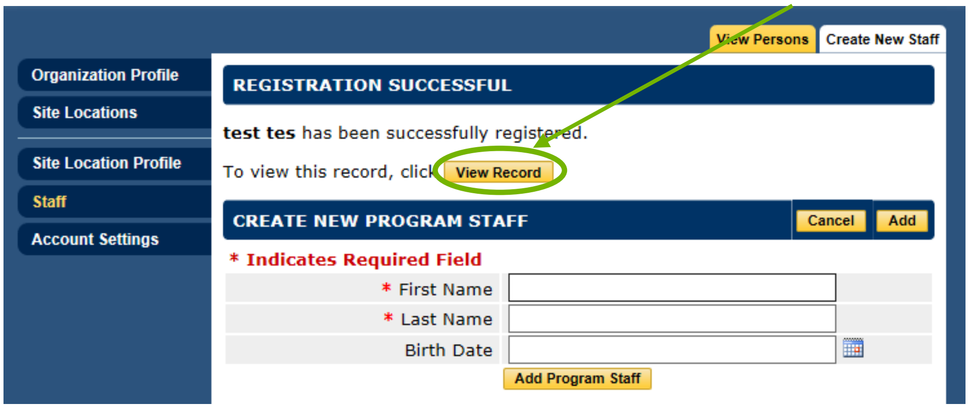
3. Then, similar to the participants module you can look at staff you've already entered by clicking "All"



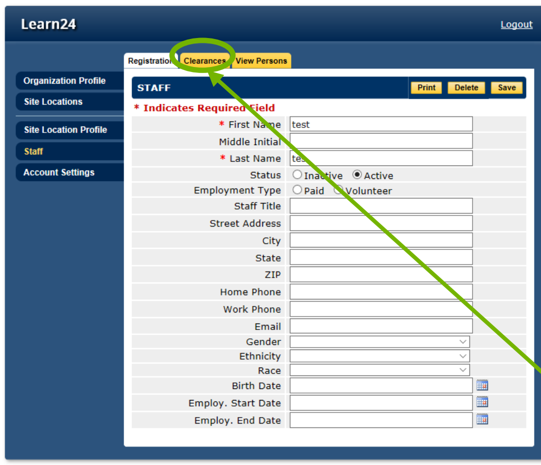
4. Or you can add new staff by clicking "Create New Staff"
5. After clicking on "Create New Staff" then enter in the staff name (and DOB if you would like) and then click "Add Program Staff"



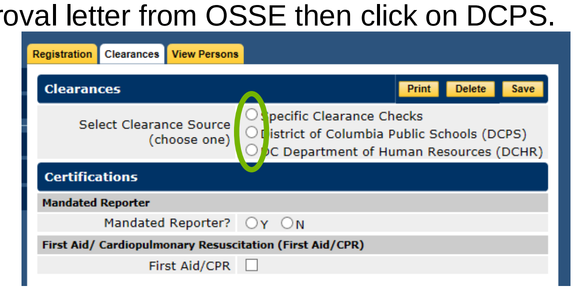
6. Then you can enter in their clearance information by clicking "View Record"



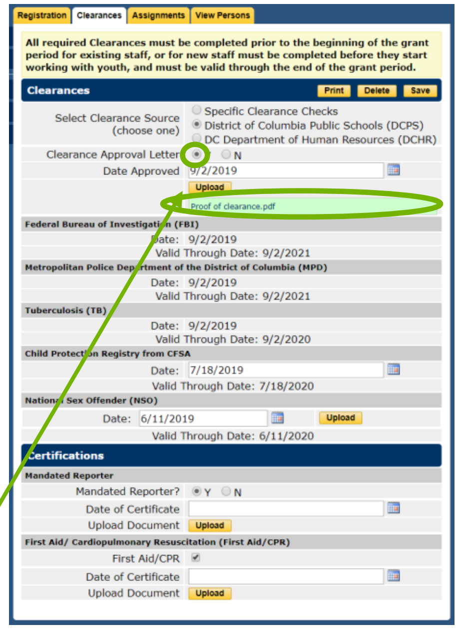
7. You can then enter additional information if you would like, such as if they are a volunteer or are paid.



8. Then to add information about their clearances you can click on "Clearances"
9. First at the top select whether the staff member has an approval letter from DCHR, an approval letter from DCPS, or whether they have each of their clearances separately. If they have an approval letter from OSSE then click on DCPS.

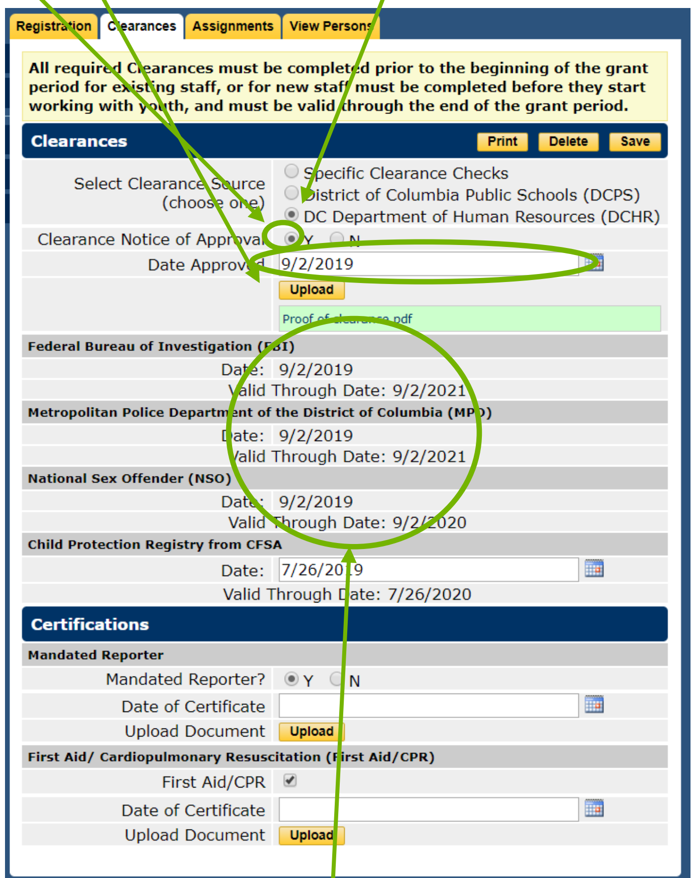


10. If they have an approval letter from DCPS click on the bubble next to "District of Columbia Public Schools (DCPS)" and check "Y" and then enter the date the letter was issued.



11. You should then Upload the letter/email or proof of clearance. **If the clearance or certification document contains confidential information, such as the full Social Security Number (SSN), please black out or obscure the confidential information before it is uploaded.**
12. Then click Save and the date will populate into the fields for FBI, MPD, and National Sex Offender. It will also show the date the clearance is valid through.
13. You will then need to enter in the actual clearance letter and date of clearance from CFSA for this staff member.

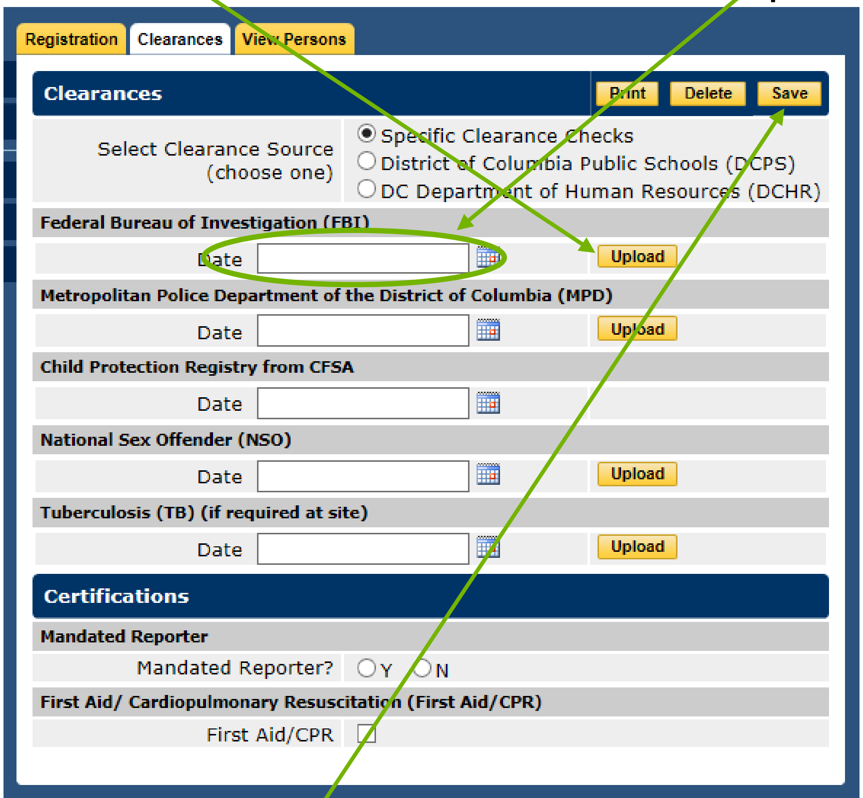
14. If the staff member has a suitability letter or email from DCHR then click on the bubble next to “DC Department of Human Resources (DCHR)” and then check that bubble next to “Y” and enter in the date the letter/email was issued.
15. You should then Upload the letter/email. **If the clearance or certification document contains confidential information, such as the full Social Security Number (SSN), please black out or obscure the confidential information before it is uploaded.**



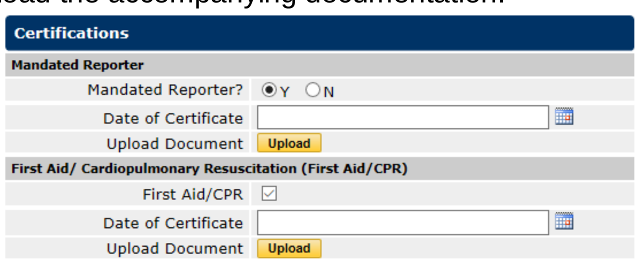
16. Then click 

and the date will populate into the fields for FBI, MPD, and NSO. It will also show when the dates are valid through.
17. You will then need to enter in the actual clearance letter and date of clearance from CFSA.
18. If you DO NOT have an approval from DCPS or DCHR you will need to enter in the clearances individually.

19. This means for the FBI, MPD, and NSO requirements you will enter in the Date.
20. Then Upload the documentation. **If the clearance or certification document contains confidential information, such as the full Social Security Number (SSN), please black out or obscure the confidential information before it is uploaded.**



21. Don't forget to Save as you go.
22. *You only need to enter in the TB clearance if that is required for your site.*
23. After you have entered in the clearance information, you also have the option for tracking whether the staff member is a mandated reporter or if they have completed a Cardio Pulmonary Resuscitation (CPR) training. For both of these you can also enter in the date and upload the accompanying documentation.



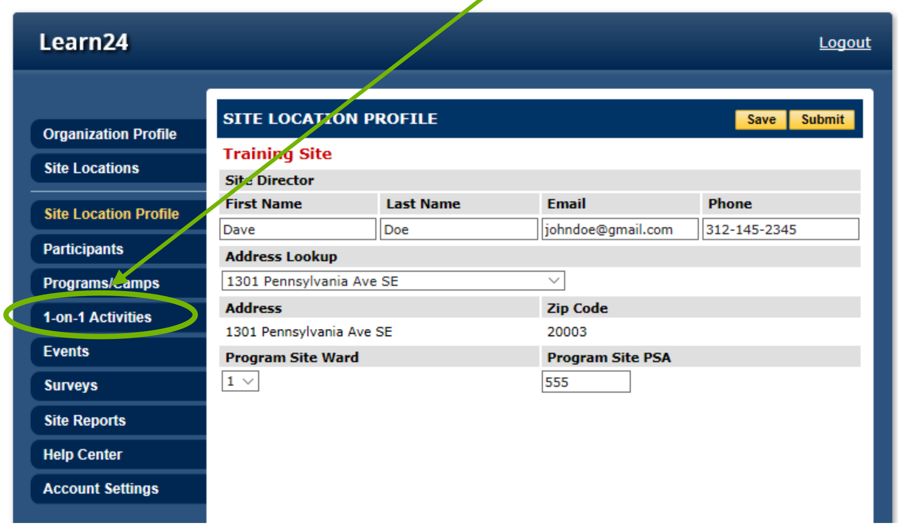
24. **The OST Office only requires that AT LEAST one person in the organization is a mandated reporter.** Someone at each site must be CPR trained/certified.

M. 1-on-1 Activity Attendance

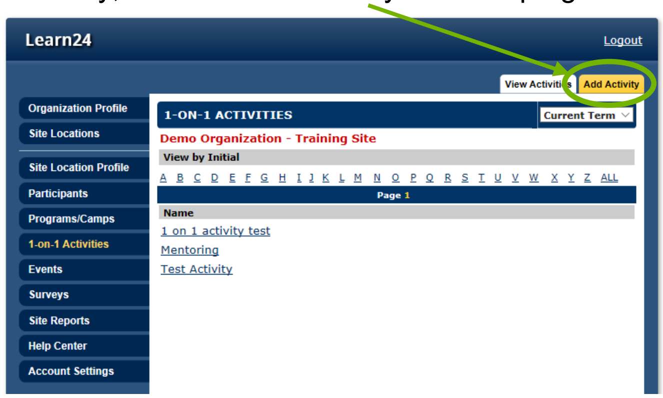
For programs whose services involve 1-on-1 interactions between staff/volunteers and participants, such as mentoring, there is the 1-on-1 Activity Module in the database. This module makes it easier to track these 1-on-1 interactions since you can select unique combinations of participants and staff members and enter notes for each activity date.

However, *these programs can also track attendance units through the program/camps module*. To do this you would simply set the date and time length in the program/camps equivalent to the activities. So if most 1-on-1 meetings are one hour you could set the schedule as meeting from 5:00 pm – 6:00 pm every day, and then simply mark students as present the days they met with their staff member or participated in the activity. Then you can generate reports to see the total number of hours served. If you would prefer to use the 1-on-1 module to enter in more detailed information, please follow the steps below:

1. First you will click on the site location where the 1-on-1 Activities will take place. Then click on the "1-on-1 Activities" button on the left.

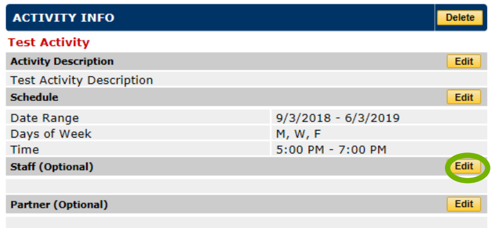


2. Then you'll see a list of existing 1-on-1 activities.
3. To create a new activity, click on "Add Activity" in the top right.

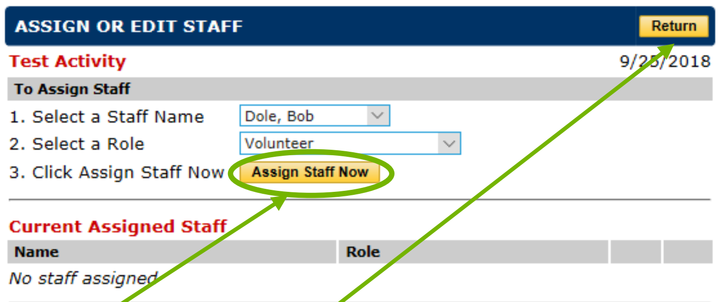


4. Then enter in the Activity Name and Description. Then click "Save & Proceed".

5. Next, you'll want to add staff to the activity to do so click "Edit" next to staff.



6. Then you can select staff (as long as you've already assigned then to the site, please see the staff section L.1 for more details on how to add staff to sites) and select their Role from the drop down menu.



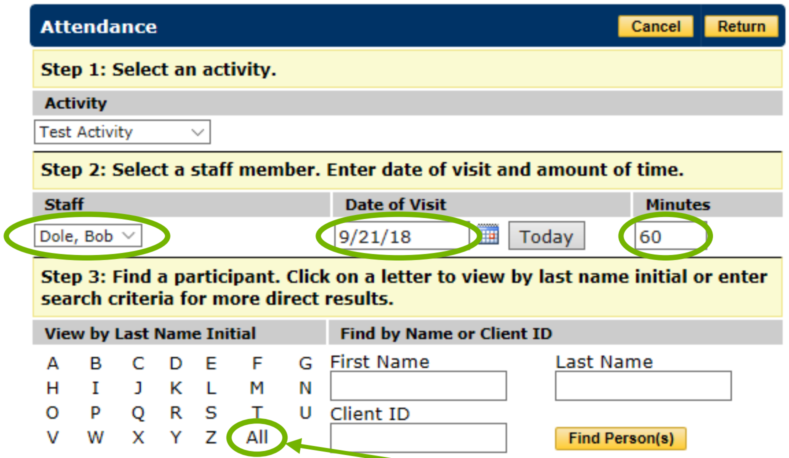
7. Then click "Assign Staff Now".
8. You can come back to this section to edit the Role later on as well.
9. When done click Return.

10. Now you can add meetings or attendance events.

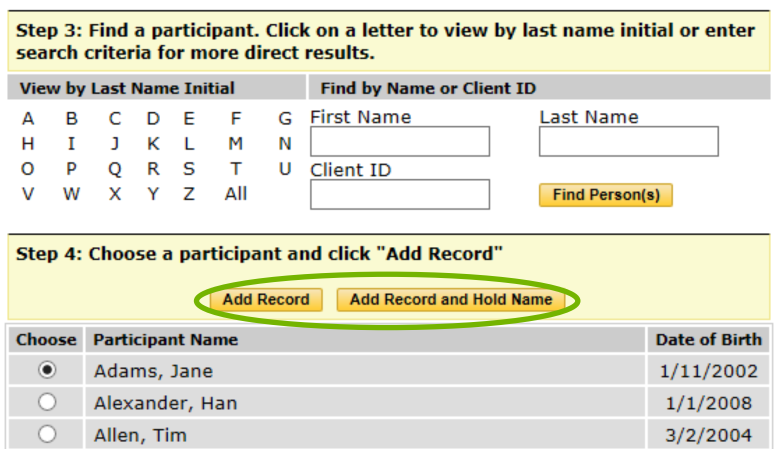
11. Click on the Attendance tab at the top right.

12. At the next page/window you'll see the 1-on-1 meetings you've already tracked.
13. To add a new one click 

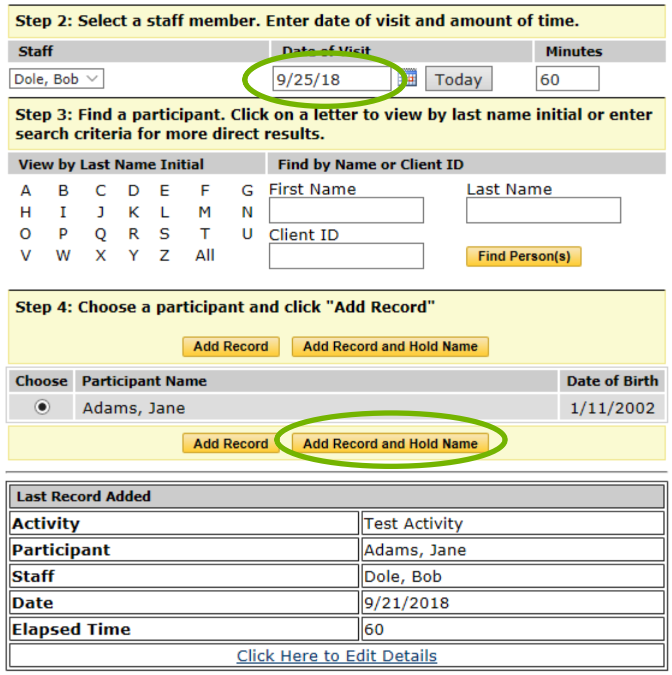
14. Then you'll want to select the staff member, enter the date and then activity length.



15. Then to attach a participant to the record you could click **All** or you could search for their name.
16. Then select the participant or participants you want to add to this activity.
17. Then you can either select "Add Record" if this is the only date you want to add or you can select "Add Record and Hold Name" if you want to then add in another day for this participant-staff member pairing.



18. If you clicked "Add Record and Hold Name" on the next screen you'll see the new record at the bottom.
19. Then you can enter a new date and then again either click "Add Record" if you are done entering in attendance for this activity or select "Add Record and Hold Name" to add another date.



20. Once you have added all of the dates you'd like, then click **Return** at the top right.
21. Then you're all set until you want to track attendance again.

N. How to Generate Reports

You can generate reports from Cityspan once you have entered data. There are a number available but here are potentially most useful ones.

Attendance Detail by Date Report
This attendance report provides individual attendance by date and program. Each row is for a participant and then each column is for the different days of the program.

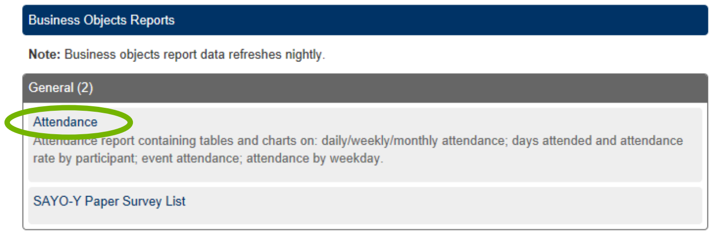
1. To access the report, click on the Site Location you are interested in.
2. Then click on **Custom Reports** to the left.
3. Then select **Attendance Detail by Date**.
4. Select the site location.
5. Enter the dates of the programs you are interested in.
6. Then click **Generate**.

Attendance Report
The attendance report provides information on attendance on multiple levels including individual participants' attendance, attendance by day, week, month, etc. On the "Participant – Days" worksheet there is also a list of participants including their Participant ID and their Current

Grade. This worksheet would be a helpful way to get ParticipantIDs and look at the grade distribution.

1. To access the report, click on the Site Location you are interested in.
2. Then click on 

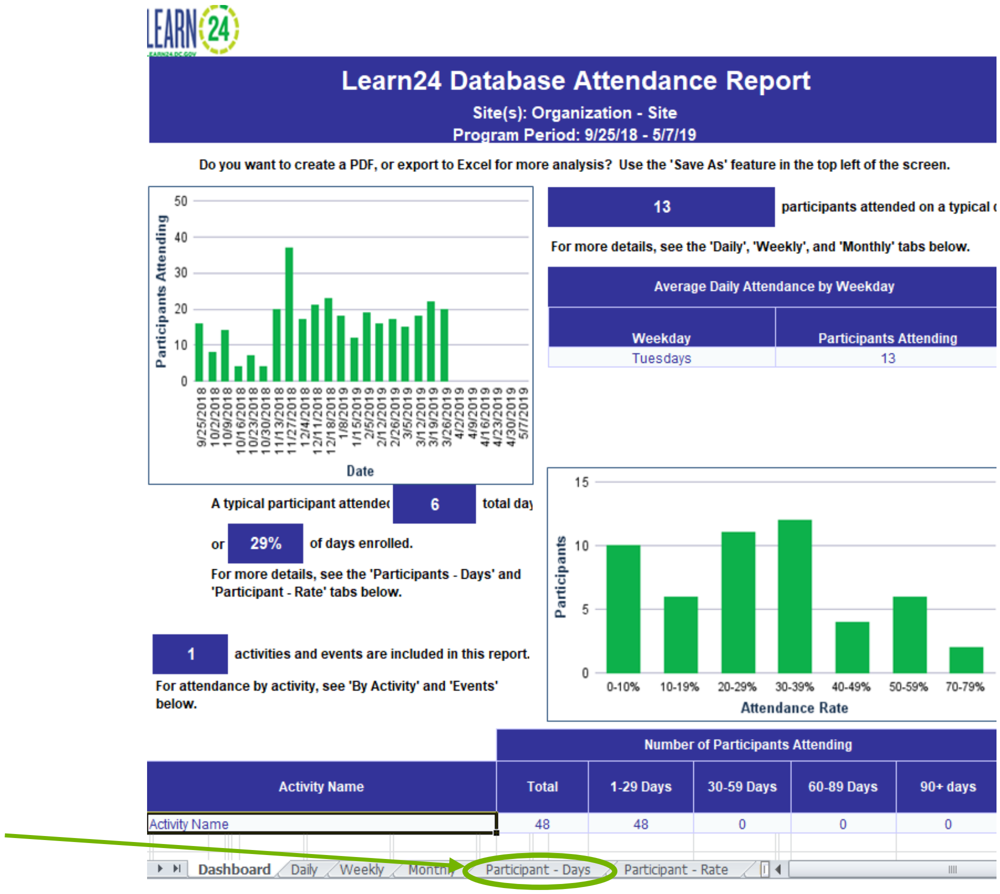
 to the left.
3. Then click on Attendance.



4. Then select the site and activity you are interested in.
5. Then select whether you would like a PDF or Excel document version.

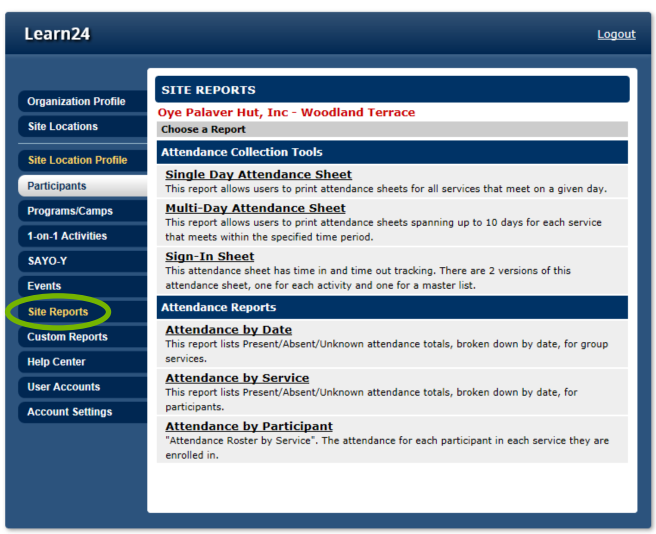
6. Then click Generate.
7. Please note that this document will contain student information in terms of their name, Participant ID and Grade, ***so do not share publicly***. If you would like to share publicly first delete the worksheets with student level information.

Here is the first page of the report:



Attendance Sheets

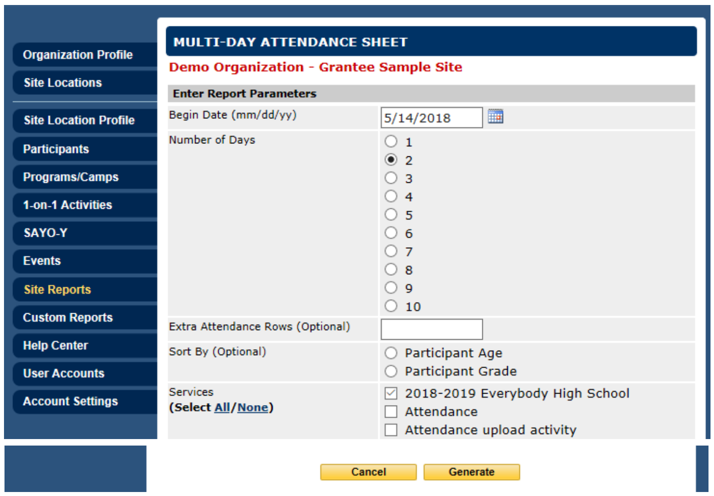
There is also a separate module/button on left, Site Reports.



The attendance reports are somewhat redundant given the Attendance Report under the Custom Reports tab.

One useful report could be the Attendance Sheets. Once you have enrolled participants in your program you can generate attendance sheets here, have them be filled out by program staff, and then enter that information into the database.

1. To generate the report just click on the Attendance sheet, either single day or multi-day.
2. Then enter the program schedule date you want to start on, the number of scheduled days you want to track attendance for, and then whether you want to sort by Participant Age or Grade. *If both are left blank, then it will sort by Name.*
3. Then select the Service (Program/Camp) and click Generate.



There are also reports available under the Program section. To access these, click on the Program/Camp you are interested in and then enter in the required information for the various reports.

Appendix B. SAYO-Y Survey User Guide

Programs that are funded by the Office of Out of School Time Grants and Youth Outcomes (OST Office) will have access to, and will sometimes be required to, administer the Survey of Academic & Youth Outcomes-Youth Survey (SAYO-Y). The SAYO-Y is comprised of three brief survey sections that are completed by youth participants to measure their program experiences, future expectations, and sense of competence. Research suggests that certain youth experiences and outcomes are critical to future success, and SAYO-Y can show where programs are succeeding or in need of extra attention within these areas. The survey was developed by the National Institute on Out-of-School Time (NIOST).[i] The OST Office has edited the master version of the survey to create a shorter version which Learn24 grantees will use for their Learn24 program sites.

Survey Length

The OST Office version of the SAYO has **26 multiple choice questions for the School Year and 13 in the Summer**.[ii] It is expected to take approximately **10 minutes** for a participant to complete. **Only those in grades 4 and above should answer the SAYO**. The survey asks students questions such as "Is there an adult here who is interested in what you think about things?" and the response options include a short scale with response options including *No*/*Mostly No*/*Mostly Yes*/ and *Yes*. An additional 3 retrospective questions are included when the SAYO-Y is administered near the end of the program. **The survey is available in 7 languages:** English, Spanish, Amharic, Chinese, Korean, French, and Vietnamese.

HOW the SAYO-Y is Administered

The SAYO-Y is answered through the Learn24 Cityspan database, where providers can search for students and then students can anonymously enter responses directly into the database. *Database users can log into **multiple computers** at once to administer the SAYO-Y on multiple computers*. More detailed instructions are included below, under "Process to administer the assessment by computer".

*In some circumstances program sites **can also administer the SAYO-Y on paper***, but to do so they need to contact the OST Office (learn24@dc.gov) for more detailed instructions to protect confidentiality. *Paper administration would be for sites where programming does not primarily occur in a fixed indoor location, for programs without computers on site, <u>or small organizations receiving Community Based or Small Nonprofit Grants</u>.*

WHO needs to take the survey?

- **Learn24 funded participants in grades 4 and above:** These are program participants whose programming is being supported by Learn24 grants. It'll be left to the discretion of the organization to make that determination. These participants are at the sites in the Learn24 database and should be registered in the database.
  - The SAYO-Y is designed for programs that meet as a group regularly (at least 2 hours a week), therefore programs whose focus is on *1-on-1 activities, such as mentoring programs, won't be asked to administer the SAYO-Y*.[iii]

- **Number of Learn24 funded participants in grades 4 and above:**
  - **Less than 10:**

        - The program will **not** need to administer the SAYO-Y, however they can if they would like to.
    - **Less than 30:**
        - If a program site has less than 30 participants in grades 4-12, then all participants who are present during the days of SAYO-Y administration should take the survey.
    - **More than 30:**
        - If a program has more than 30 participants at a site then only 30 participants need to take the SAYO-Y. The list of those taking the survey should be chosen randomly. Meaning the administrator should randomly choose participants to take the survey until they have reached the required number of responses.
        - ***Programs with <u>more than 3 sites</u>*** *can spread the 30 required responses across multiple sites, as long as they get at least* ***10 responses per site*** *or at least 50% of participants at the site, whichever is the fewer number of responses.*

WHEN should the assessment be administered?

- **School year programs:**
    - **If program is more than 5 months in length:**
        - Participants who have not taken the SAYO-Y before should take the Pre version of the SAYO-Y within **the first 4 weeks** of programming. A report, "Completed SAYO's" can be generated at the site levels which lists the participants who have taken the survey before.
        - All participants (or a sufficient sample) should take the Post version of the SAYO-Y **within the last 3 weeks** of programming.
    - **If program is less than 5 months in length:**
        - Once **within the last 3 weeks** of programming. This would be a Post version of the survey.
- **Summer programs:**
    - Once **within the last 2 weeks** of programming. This would be the Summer version of the survey.

Process to administer the assessment by computer:

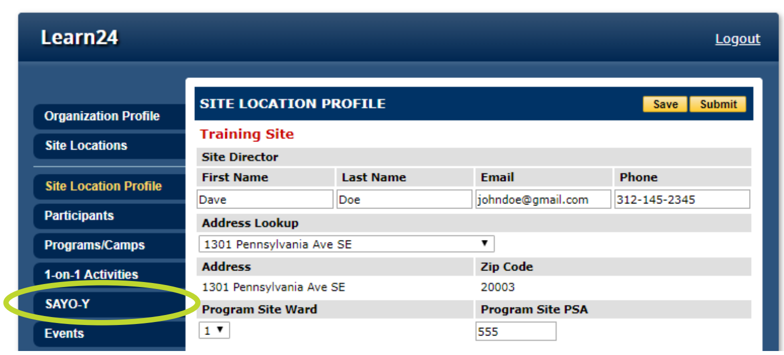
1. Provider will let the OST Office know who will administer the survey. If no name is provided to the OST Office, then the OST Office will assume it's the same individuals who are the database users.
    a. Only one person from each organization, who will be present during SAYO-Y administration, need watch the online webinar.
    This SAYO-Y administrator will receive an email providing them with access to the SAYO-Y online training. The email will come from system@litmos.com (alias name is NIOST) with the subject line "NIOST Online Training - Login Information". This email will contain a link to complete the registration process where you will create your own password. Please record your password for future reference. Once this step is complete you will find your courses on your Home page. If you do not see the email in your inbox, please check your spam folder. The online trainings are available to you 24/7 for one-year. To return to the NIOST online training login page, go to: https://niost.litmos.com

c. [You will need have flash enable on your browser to view this.] If you run into trouble, please email [Learn24@dc.gov] for more instructions.

2. Program will give out the NIOST Passive Consent forms, unless they have incorporated the required SAYO-Y language into their consent form per guidance. ***These passive consent forms only need to be returned if the guardian does not want the youth to take the assessment.***
3. The administrator will schedule a time slot (a few days) during which the students will take the survey, this time slot should be during typical program day (so not a special day or field trip, etc.)
4. The administrator will read the script below and **ask for youth's verbal assent**.
    a. "Today, we need your help with something. We are interested in hearing what you think about our program. The information from this survey lets us find out what you really think about our program so we can do an even better job. In just a minute we'd like you to take this online survey, but first let me explain a little more about it.

    This is not a test, whatever you answer is the 'right answer'. However, the results of this survey are important. Your answers to this survey will be kept private. No one will see how you answered the survey. Don't worry if it takes you a little longer to answer than someone else."

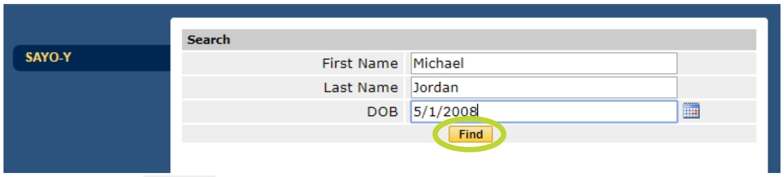
    Gain youths' verbal consent: Ask "*Is everyone OK and ready to take the survey?*'" Be sure to pause and wait for all youth to give a sign of agreement. ***If anyone refuses to take the survey, you must allow them to do something else. No youth should be forced to answer the survey.***
5. The administrator will prepare a laptop (or multiple) to pass around to students to take the assessment or designate a desktop(s) to take the assessment on. **Before administering the SAYO-Y you will need to have the participants *registered to the site location in the database.***
6. **Log into the Learn24 database through the regular login:**
    a. *Note: You can log into your Learn24 database account on multiple computers at once.*
    b. Click on the **site location** where you are administering the SAYO-Y.
    c. Then at the left you should see the SAYO-Y menu, click on that:



    d. A new browser window should then open up.
    e. ***[*Once the new window opens, please CLOSE the previous tab with the other database menus/modules so that the participant cannot access the]***

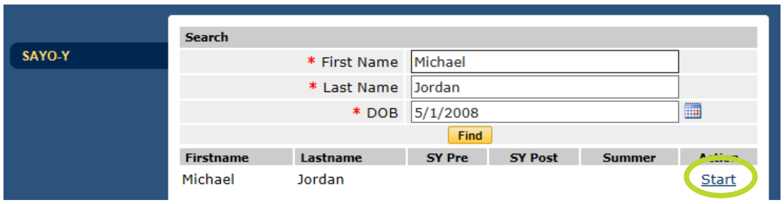
full database. You won't need this old window to add more participant responses.

f. Enter in the first name, last name, and DOB for the participant who is responding. The spelling needs to exactly match.



g. Then click Find

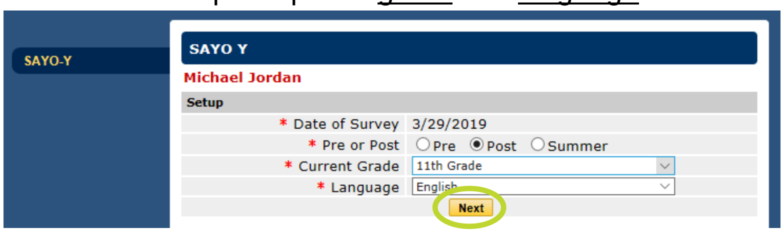
h. If the participant is in the system they will pop up below.



i. Then click Start to start the SAYO-Y.

j. At the top then select whether it's a Pre, Post, or Summer version. A Pre survey is for new participants who have not answer the SAYO-Y survey previously.

k. Then select the participant's grade and language.



l. Once those required fields are selected click Next

m. Then the participant can answer all the questions.

   i. Most questions are multiple choice with drop down menus and one is open response where they type their response. ***All questions are optional***.

n. ***Once the participant is finished they should just click*** Finish

o. The browser should then return to the participant search page where you can enter in the next respondent's information so they can take the SAYO-Y.

p. When done with all of the responses simply logout and close the window.

How to use the results

The OST Office will send providers reports that summarize the responses. Individual responses will not be available to programs. NIOST warns that the SAYO-Y alone should not be used to make definitive judgments on programs or individual youth. Additional caution should be taken in interpreting results from **less than 30 participant responses**.

Versions

There are three versions of the assessment, one for those in grades 4-5, one for grades 6-8, and one for grades 9-12. These three versions then have three additional questions when administered as a Post survey near the end of a program. The Summer version will be approximately half the length and focus on their experience with the Summer program.

SAYO-Y User Agreement

- The SAYO-Y user agreement is considered signed once the 30 minute webinar is completed.
- **A site may NOT distribute the SAYO-Y to any other site or organization.** Distribution for any purpose other than internal program evaluation may result in termination of that site's license to use the SAYO-Y. Any changes to the SAYO-Y not described in the SAYO-Y training are prohibited without prior permission from NIOST and the Massachusetts Department of Elementary and Secondary Education (MADESE) and may also result in termination of a site's license to use the tool.

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[i] NIOST is located at Wellesley College. The SAYO-Y is owned by the Massachusetts Department of Elementary and Secondary Education (MADESE).

[ii] There are slight variations in questions based on respondent's grade

[iii] Only programs that have at least 2 hours a week of group programming will be asked to administer the SAYO-Y. https://www.niost.org/Training-Descriptions/survey-of-afterschool-youth-outcomes-youth-survey-sayo-y